

VACATION PUBLIC EASEMENTS AND RIGHTS-OF-WAY APPLICATION

Date:				File No		
APPLICANT	S NAME					
ADDRESS		;	ZIP CODE	TELEPHONE_		
Request is h	ereby made to vac	ate the following: (c	heck one)			
Street	Alley	Easement C	Other			
Street Name	(s)		Subdivision N	Name		
Abutting Bl	ocks		Abutting Lots			
Reason for v	vacation request: _					
Surface Imp None]	rovements located PavingCurb	in subject property & GutterPowe	to be vacated: er Lines/Poles	Fences/Walls	Structures	Other
		ocated in the existing lectricGas		werStorm Drai	inOther	
	f the vacated right Parking Exp	of-way: and Building Area_	Replat with a	abutting Land C	Other	
	e i		I	e		
Related App Zoning	lications which ar	e pending (give nam nentSubdivision	e or file number):	-		
Zoning	lications which ar _Board of Adjustr All owners	nentSubdivisions of properties which	e or file number) onBuilding abut the propert	:	appear below wi	
Zoning Signatures:	lications which ar _Board of Adjustr All owners	nentSubdivisions of properties which	e or file number) onBuilding abut the propert a properties they	: PermitsOther_ y to be vacated must a	appear below wi paper if necessa	
Zoning	lications which ar _Board of Adjustr All owners adequate le	nentSubdivisions of properties which egal description of the second	e or file number); onBuilding a abut the propert; ne properties they Legal D	: y to be vacated must a own (use additional rescription	appear below wi paper if necessa 	ry).
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UNTIL THE PLANNING DEPARTMENT REVIEWS THE APPLICATION FOR ACCURACY AND COMPLETENESS.

Planning & Inspections Department 811 Texas | P.O. Box 1890 | El Paso, Texas 79950-1890 | (915) 212-0085

REQUIRED DOCUMENTATION FOR VACATION OF PUBLIC EASEMENTS AND RIGHTS-OF-WAY

REQUIREMENTS:

- □ <u>APPLICATION</u> Each item on this application shall be completed and all documentation required on this form shall be submitted before this application is accepted for processing, to include all signatures. Submittal of an application does not constitute acceptance for processing until the Department reviews the application for accuracy and completeness.
- □ **<u>FIVE-DAY COMMENTS</u>** All five-day comments have been addressed and the review has not yet expired.
- □ **PROOF OF OWNERSHIP** One (1) copy of a certificate from a title company, warranty deed, or other legal document demonstrating proof of ownership.
- □ <u>SURVEY</u> Eighteen (18) copies of a survey of the area requested for vacation which shows all abutting property boundaries, improvements (noting whether such improvements are to be removed or are to remain), drainage structures, dimensions and other easement or right-of-way contained on the property. This survey must be sealed by a surveyor and atleast one of the copies must be an original with seal.
- □ <u>METES AND BOUNDS</u> Eighteen (18) copies of a Metes and Bounds description of the property to be vacated and calculations showing the area in square feet. This M&B description must be sealed by a surveyor and atleast one of the copies must be an original with seal.
- CASHIER'S VALIDATION Upon review and acceptance of the application by the Department, the required fee shall be paid at the Cashier, Planning & Inspections Department. After validation of the payment, this application form shall be returned to the Planning, Subdivision Section. Fees are nonrefundable.