



Planning and Development Services Division  
Department of Public Works and Engineering  
Real Estate Branch



**APPLICATION**

**ABANDONMENT AND SALE OF STREET OR ALLEY**

Both the property owner (applicant) and the agent (if applicable) must sign this application where indicated. A signed original authorization letter may be substituted for the property owner's (applicant's) signature. Providing the requested information will ensure the timely review of your request.

1. **Applicant's Information:** Your name, address, title, daytime telephone and facsimile numbers, and email address.

Name: Property Holdings, LLC  
Address: 123 Smith Street, Suite 500  
Houston, Texas 77004  
Contact: John Smith  
Title: President  
Telephone No.: (713) 555-5555  
Facsimile No.: (713) 555-5556  
Email Address: john.smith@propertyholdings.com

2. **Agent (if applicable):** Name, address, daytime telephone and facsimile numbers, and email address of any agent who will represent you in this matter. The agent will be the sole representative and contact for this request. *(To be completed only if you are represented by an agent.)*

Name: Engineering Firm, Inc.  
Address: 400 Smith Street, Suite 120  
Houston, Texas 77004  
Contact: Steve Johnson  
Telephone No.: (713) 222-2222  
Facsimile No.: (713) 222-2223  
Email Address: steve.johnson@engineeringfirm.com

3. Key Map Location of area of your request (Example: 493X): 492B
4. Council District (Example: District A): C


5. Description and square footage of requested street or alley to be abandoned and sold  
(*Example: Water line easement, 20 feet wide by 200 feet long; total of 4,000 square feet*):  
Wichita Avenue, 50 feet wide by 247 feet long; approximate total of 12,350 square feet.
6. Legal description and address of the property abutting the portion of the street or alley to be abandoned and sold, by lot and block, including the name of the subdivision. If the property is not located in a platted subdivision, provide the name of the survey and the abstract number (*Example: 123 First Street, Lot 5, Block 3, Western Heights Subdivision or Tracts 1A and 3C, Obedience Smith Survey, a-56*):  
5001 Main Street: Lots 4, 8, and 9, Block 5, out of MacGregor and Demeritt's Southmore Addition, Section 1  
4919 Main Street: Lots 1, 5, and 10, Block 6, out of MacGregor and Demeritt's Southmore Addition, Section 1
7. Statement of intended use and details of the requested street or alley to be sold:  
A new multi-family development is to be constructed over the requested street to be abandoned.
8. Is there a site plan if the property will be redeveloped?  
There is not currently a site plan. A preliminary site plan will be submitted to the Real Estate Branch as soon as it is completed.
9. What is the timeline for proposed redevelopment, if any?  
As soon as the abandonment process is completed.
10. What is the timeline to vacate the property if the property is currently occupied?  
Two to three months
11. Description and square footage of any property interest to be conveyed to the City by the applicant (*Example: Sanitary sewer easement, from First Street to Second Street that is 10 feet wide by 50 feet long totaling 500 square feet*):  
N/A

12. Other abutting property owners (if applicable):

Name: Pete's Party Palace  
Address: 4919 Main Street  
Houston, Texas 77002  
Contact: Pete Peterson  
Title: Owner  
Telephone No.: (713) 333-3333  
Facsimile No.: (713) 333-3334  
Email Address: pete@partypalace.com

Signatures

Applicant(s):

  
John Smith


Date: 3/2/2015  
Date: \_\_\_\_\_

Abutting Property Owners (if applicable):

Pete Peterson  
Pete Peterson

Date: 3/2/2015  
Date: \_\_\_\_\_

Agent:

  
Steve Johnson

Date: 3/2/2015  
Date: \_\_\_\_\_