



Capital Projects
Houston Public Works
Real Estate Services



CUIC
NUMBER:

TO BE ENTERED BY DEPARTMENT.

APPLICATION

ABANDONMENT AND SALE OF EASEMENT

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: _____
Address: _____

Contact: _____
Title: _____
Telephone No.: _____
Facsimile No.: _____
Email Address: _____

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: _____
Address: _____

Contact: _____
Telephone No.: _____
Facsimile No.: _____
Email Address: _____

3. Key Map Location of area of your request *(Example: 493X)*: _____

4. Council District *(Example: District A)*: _____

5. Description and square footage of requested easement to be abandoned and sold *(Example: Water line easement, 20 feet wide by 200 feet long; total of 4,000 square feet)*:

6. Legal description and address of the property abutting the portion of the easement 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*):
7. Statement of intended use and details of the requested easement to be sold:
8. Is there a site plan if the property will be redeveloped? If so, please include a copy of the site plan with this application.
9. What is the timeline for proposed redevelopment?
10. What is the timeline to vacate the property if the property is currently occupied?
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*):

12. Other property owners (if applicable):

Name: _____
Address: _____

Contact: _____
Title: _____
Telephone No.: _____
Facsimile No.: _____
Email Address: _____

Signatures

Applicant(s):



(Print Name)

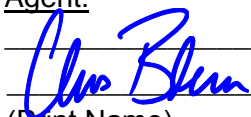
Date: _____
Date: _____

Other Property Owners (if applicable):

(Print Name)

Date: _____
Date: _____

Agent:



(Print Name)

Date: _____
Date: 10-30-2020