



**Real Estate Division**  
**Application City of El Paso to Grant Easement**  
**Application must include aerial map**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address \_\_\_\_\_

Email Address: \_\_\_\_\_

*A non-refundable fee in the amount of \$1,000.00 will be required to process your application plus the cost of any Due Diligence. Payments must be made at the One Stop Shop located at: 811 Texas, El Paso, Texas 79901.*

*Applications along with proof of payment must be emailed to [realestate@elpasotexas.gov](mailto:realestate@elpasotexas.gov). Applications with missing information or submitted without proof of payment will not be processed or kept on file.*

**Background:** Use the following link to determine PID #: <http://gis.elpasotexas.gov/planning/index.html>

Proposed Square Feet \_\_\_\_\_

Proposed Address & PID # \_\_\_\_\_

Are you a government entity?  Yes  No If yes, please identify: \_\_\_\_\_

Do you have the power of Eminent Domain?  Yes  No

The following is a list of the due diligence items that may be needed to setup an agreement. If you have any of these documents please check the box and provide a copy.

- |   |  |
|---|--|
| <input type="checkbox"/> Deed   | <input type="checkbox"/> Appraisal       |
| <input type="checkbox"/> Metes & Bounds Survey                                | <input type="checkbox"/> Plans & Specs   |
| <input type="checkbox"/> Environmental Surveys (Phase 1, Asbestos, Lead, etc) | <input type="checkbox"/> Zoning/Planning |
| <input type="checkbox"/> Photos   | <input type="checkbox"/> Maps            |

How do I get a PID#

STEP 1 – Enter address in “Enter Address” field below

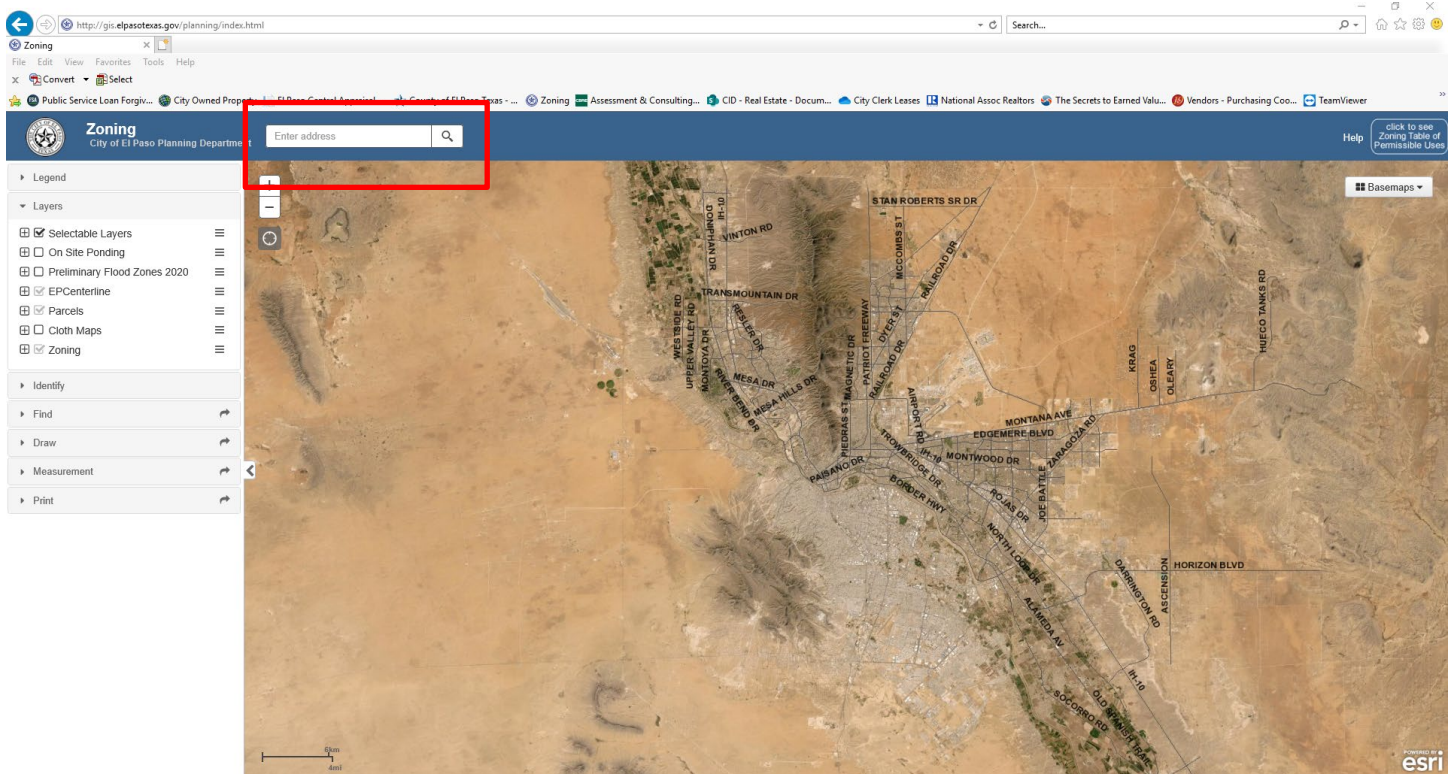
\_\_\_\_\_  
Requestor

\_\_\_\_\_  
Signature

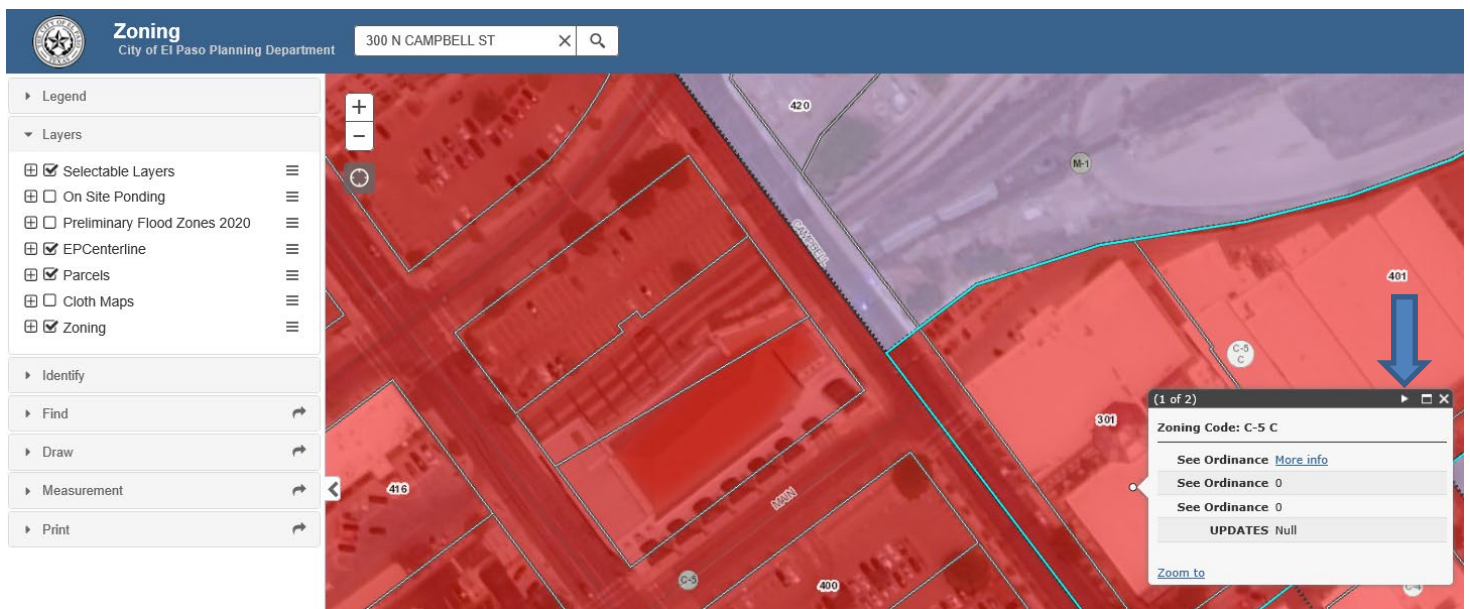
\_\_\_\_\_  
Date

**ONE STOP SHOP USE ONLY**

*Please process payment via Real Estate Fees in Accela LPOS under Engineering (Application Fee Easements - \$1,000) and provide customer a receipt.*



STEP 2: Click arrow in the “Zoning Box” to unhide PID#



STEP 3: Copy PID# from the “Zoning Box”