DEDICATION PUBLIC EASEMENTS AND RIGHTS-OF-WAY APPLICATION

Date: ___________________  File No. ____________________________

1. APPLICANTS NAME________________________________________________________
   ADDRESS _______________________________ ZIP CODE ______________ TELEPHONE ____________________________

2. Request is hereby made to dedicate the following: (check one)
   Street_____  Alley_____  Easement_____  Other_____
   Street Name(s) ___________________________________  Subdivision Name: ________________________________
   Abutting Blocks _______________________________  Abutting Lots ________________________________

3. Reason for dedication request: ____________________________________________________________

   ___________________________________________________________________________________

4. Surface Improvements located in subject property to be dedicated:
   None_____  Paving_____  Curb & Gutter_____  Power Lines/Poles_____  Fences/Walls_____  Structures_____  Other_____

5. Underground Improvements located in the existing rights-of-way:
   None_____  Telephone_____  Electric_____  Gas_____  Water_____  Sewer_____  Storm Drain_____  Other_____

6. Future use of the dedicated right-of-way:
   Yards_____  Parking_____  Expand Building Area_____  Replat with abutting Land_____  Other_____

7. Related Applications which are pending (give name or file number):
   Zoning______  Board of Adjustment______  Subdivision______  Building Permits______  Other______

8. Signatures: All owners of properties which abut the property to be dedicated must appear below with an
   adequate legal description of the properties they own (use additional paper if necessary).

   Signature                          Legal Description                       Telephone
   _________________________________  _______________________________  __________________
   _________________________________  _______________________________  __________________
   _________________________________  _______________________________  __________________

The undersigned Owner/Applicant/Agent understands that the processing of this Application will be handled in accordance with the
procedure for Requesting Dedications and that no action on processing will be taken without payment of the non-refundable processing
fee. It is further understood that acceptance of this application and fee in no way obligates the City to grant the Dedication. I/We
further understand that the fee, if the Dedication is granted will be determined by the City of El Paso and a Certified or Cashier’s
Check must be presented before the request will be recommended for Council action.

The undersigned acknowledges that he or she is authorized to do so, and upon the City’s request will provide evidence satisfactory to
the City confirming these representations.

The granting of a dedication request shall not be construed to be a waiver of or an approval of any violation of any of the provisions of
any applicable City ordinances.

OWNER SIGNATURE: __________________________ REPRESENTATIVE SIGNATURE: __________________________

REPRESENTATIVE (PHONE): __________________________

REPRESENTATIVE (E-MAIL): __________________________

NOTE: SUBMITTAL OF AN APPLICATION DOES NOT CONSTITUTE ACCEPTANCE FOR PROCESSING
UNTIL THE PLANNING DEPARTMENT REVIEWS THE APPLICATION FOR ACCURACY AND COMPLETENESS.
REQUIRED DOCUMENTATION FOR
DEDICATION OF PUBLIC EASEMENTS AND RIGHTS-OF-WAY

REQUIREMENTS:

☐ APPLICATION – 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.

☐ FIVE-DAY COMMENTS – 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.

☐ SURVEY – Eighteen (18) copies of a survey of the area requested for dedication 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.

☐ METES AND BOUNDS – A Metes and Bounds description of the property to be dedicated and calculations showing the area in square feet.

☐ 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.