VACATION PUBLIC EASEMENTS AND RIGHTS-OF-WAY APPLICATION

Date: ___________________ File No. __________________________

1. APPLICANTS NAME____________________________________________________________________________________
ADDRESS____________________________________ZIP CODE_____________TELEPHONE_________________________

2. Request is hereby made to vacate the following: (check one)
Street_____ Alley_____ Easement_____ Other_____
Street Name(s) __________________________________ Subdivision Name____________________________
Abutting Blocks_____________________________ Abutting Lots______________________________

3. Reason for vacation request: _______________________________________
____________________________________________________________________________________________

4. Surface Improvements located in subject property to be vacated:
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 vacated 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 vacated must appear below with an
adequate legal description of the properties they own (use additional paper if necessary).

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<th>Signature</th>
<th>Legal Description</th>
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The undersigned Owner/Applicant/Agent understands that the processing of this Application will be handled in accordance with the
procedure for Requesting Vacations 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 Vacation. We
further understand that the fee, if the Vacation 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 vacation 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
VACATION 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 vacated 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 vacated 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.