



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).

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 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. I/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 vacation 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 and at least one of the copies must be an original with seal.
- METES AND BOUNDS** – Eighteen (18) copies of a Metes and Bounds description of the property to be vacated and calculations showing the area in square feet. This M&B description must be sealed by a surveyor and at least one of the copies must be an original with seal.
- 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.