

## PROCEDURE FOR ABANDONMENT OF A PUBLIC RIGHT-OF-WAY/EASEMENT

- A. An application for the abandonment of a public right-of-way/easement by the City of Grapevine must be made pursuant to the procedure described below in order to get a request before the City Council. The application should insure that all stipulations and instructions outlined herein have been complied with prior to submission of the final application for action by the City Council of the City of Grapevine.

1. Application required

Attached to this information sheet is an application form for the abandonment of a public right-of-way/easement.

2. Submission deadline

The application fee for abandonments is \$390.00. The application must be completed and the fee must be paid to the Public Works Department. The Public Works Department will circulate the application among various City departments for review and approval. After all City departments have executed the application, the Public Works Department will place the application on the next Council agenda. The City Council holds regular sessions on the first and third Tuesdays of the month at 7:30 p.m. An applicant may attend the meeting, if desired. After Council consideration of the request, the applicant will be notified of the action taken by the Council relative to the abandonment request.

3. First page of application

- a. On the first page of the application, the heading information to be filled in includes the name of the addition or subdivision in which the public right-of-way/easement is located. The exception to this case would be the abandonment of a street, in which case the street name would appear in the heading. The date the application is prepared should be entered in the appropriate space.
- b. Item No. 6 provides space for a brief statement of the reason for such right-of-way/easement sought to be abandoned. It is very important that the full name and address of the applicant be shown in the space provided. This will insure proper notification to the applicant following action by the Council. The applicant's signature must appear immediately above the typed name and the notary certification must be completed.

4. Exhibit No. 1

Please note that the abandonment of right-of-way/easement may convey, by law, part of the property to the abutting property owner on the other side. You must provide, attached to the application, one sealed metes and bounds description of

the area sought to be abandoned. It is required that you have a licensed land surveyor provide this information for you.

5. Exhibit No. 2

You must provide, attached to the application, one copy of a plat or detailed sketch of the right-of-way/easement sought to be abandoned. Again this item is most easily furnished by a licensed land surveyor. It must clearly show the surrounding areas to the nearest streets in all directions, abutting lots and the block or blocks in which the area sought to be abandoned is located.

6. Exhibit No. 3

Exhibit No. 3 must be executed by the various utility companies shown. As the applicant, you are responsible for circulating the application and securing the signatures of the authorized representatives.

7. Exhibit No. 4

Exhibit No. 4 must be executed by the various City of Grapevine staff. The Public Works Department will be responsible for circulating the application amongst the City departments.

- B. In the preparation of your application should you encounter any problems or have questions, the answers to which you are unable to find in the information sheet, please do not hesitate to contact the Public Works Department for assistance.

**APPLICATION FOR  
THE ABANDONMENT OF A  
PUBLIC RIGHT-OF-WAY/EASEMENT**

Date: \_\_\_\_\_

Location of right-of-way/easement to be abandoned:

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

\_\_\_\_\_

Legal Description: \_\_\_\_\_

\_\_\_\_\_

Property owner's

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

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

\_\_\_\_\_

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

**TO THE MAYOR AND CITY COUNCIL OF THE CITY OF GRAPEVINE:**

The undersigned hereby makes application for the abandonment of that portion of the above right-of-way particularly described in Exhibit No.1, attached. In support of this application, the undersigned represents and warrants the following:

1. The undersigned will hold the City of Grapevine harmless, and indemnify it against all suits, costs, expenses and damages that may arise or grow out of such abandonment.
2. Attached, marked Exhibit No. 1, is one sealed metes and bound description of the area sought to be abandoned, prepared by a Licensed Public Surveyor.
3. Attached, marked Exhibit No. 2, is a copy of a plat or detailed sketch of that portion of the public right-of-way/easement sought to be abandoned and the surrounding area to the nearest streets in all directions, showing the abutting lots and block, and the subdivision in which the above described right-of-way/easement is situated, together with the record owners of such lots.
4. Attached, marked Exhibit No. 3, is the consent of all public utilities to the abandonment.
5. Attached, marked Exhibit No. 4, is the consent of the City of Grapevine staff to the abandonment.

6. Such public right-of-way/easement should be abandoned because:

---

---

---

I swear that all of the information contained in this application is true and correct to the best of my knowledge and belief.

Applicant's Signature: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

\_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_

STATE OF TEXAS )

)

COUNTY OF TARRANT )

ACKNOWLEDGMENT

Before me \_\_\_\_\_ on this day personally appeared  
\_\_\_\_\_ known to me (or proved to me on the oath of  
\_\_\_\_\_ or through \_\_\_\_\_ (description of identity card or  
other document) to be the person whose name is subscribed to the foregoing instrument and  
acknowledged to me that he executed the same for the purposes and consideration therein  
expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, A.D.  
\_\_\_\_\_.

SEAL

\_\_\_\_\_  
Notary Signature

Application for Abandonment of  
A Public Right-of-Way/Easement

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

Legal Description: \_\_\_\_\_

**EXHIBIT NO. 1**

Attached is one sealed copy of the metes and bounds description of the public right-of-way/easement situated in \_\_\_\_\_

Addition/Subdivision to the City of Grapevine, Tarrant County, Texas, sought to be abandoned.

Application for Abandonment of  
A Public Right-of-Way/Easement

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

Legal Description: \_\_\_\_\_

**EXHIBIT NO. 2**

Attached is one copy of a plat or detailed sketch of the public right-of-way/easement sought to be abandoned in the above mentioned application, showing the surrounding area to the nearest streets in all directions, abutting lots, the block or blocks in which the portion of the public right-of-way/easement sought to be vacated is situated, and the addition or subdivision in which the portion of the public right-of-way/easement sought to be vacated is situated, and the addition or subdivision in which the portion of the public right-of-way/easement sought to be abandoned is situated.

Application for Abandonment of  
A Public Right-of-Way/Easement

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

Legal Description: \_\_\_\_\_

**EXHIBIT NO. 3**

The undersigned public utility companies, using or entitled to use, under the terms and provisions of our respective franchises with the City of Grapevine, that portion of the public right-of-way/easement sought to be abandoned in the Application for Abandonment above referred to, do hereby consent to the abandonment of the described portion thereof.

*Copies of this sheet can be made for individual submission to the utility companies.*

ATMOS

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

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

ONCOR ELECTRIC

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

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

TIME WARNER

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Continued...

VERIZON TELEPHONE COMPANY

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

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

AT & T

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Application for Abandonment of  
A Public Right-of-Way/Easement

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

Legal Description: \_\_\_\_\_

**EXHIBIT NO. 4**

The undersigned City staff of the City of Grapevine, certify that they have carefully considered the Application for Abandonment of the public right-of-way/easement referred to above from the standpoint of City of Grapevine ordinances and with respect to present and future needs of the City of Grapevine and see no objection to the requested abandonment from the City's standpoint.

\_\_\_\_\_  
Director of Public Works  
City of Grapevine

\_\_\_\_\_  
Water/Wastewater Collection  
Superintendent  
City of Grapevine