



5-DAY REVIEW APPLICATION
Right-of-Way and Easement Vacations and Dedications

DATE: _____

FILE NO. _____

1. Type of Application (Select One):

Right-of-Way Vacation Easement Vacation Right-of-Way Dedication Easement Dedication

2. Request is hereby made to vacate or dedicate the following: (Select one)

Street Alley Easement Other

Street Name(s) _____ Subdivision Name _____

Abutting Blocks _____ Abutting Lots _____

3. Reason for vacation or dedication 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

Owner of record _____
(Name & Address, Zip) (Email) (Phone)

Developer _____
(Name & Address, Zip) (Email) (Phone)

Engineer _____
(Name & Address, Zip) (Email) (Phone)

REPRESENTATIVE CONTACT (PHONE): _____

REPRESENTATIVE CONTACT (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 5-DAY REVIEW APPLICATION

The purpose of a 5-day review request is to assure that the subdivision application is consistent with all standards of the Subdivision Code, and to provide to the applicant a determination of completeness. If the application is determined to be incomplete, the notification shall specify the documents or other information needed to complete the application prior to the submittal of a paid application.

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. Submittal of an application does not constitute acceptance for processing until the Department reviews the application for accuracy and completeness.
- RELEVANT PLATS OR LAND STUDY** – Include one (1) digital copy of your preliminary and final plats.
- RIGHT-OF-WAY AND EASEMENT VACATION AND DEDICATION** - Include a survey and metes & bounds of the portion to be vacated, to include sq. ft. of the area.
- A copy of the original subdivision.

The following items shall be submitted when applicable.

- VESTING APPLICATION** – Required when the applicant requests that the application be subject to standards in effect prior to the effective date of the current applicable standards (No. 11 on application). A vested rights petition in accordance with Section 1.04.070 – *Vesting of projects* shall be submitted.
- WAIVERS, EXCEPTIONS OR MODIFICATIONS** – Required when any development standard deviates from or does not comply with code regulations.

SUBMITTAL OPTIONS:

- CITIZEN ACCESS PORTAL** – <https://aca-prod.accela.com/ELPASO/Default.aspx>
- ONE-STOP-SHOP (OSS)** – In person at 811 Texas Ave. El Paso, TX 79901 - if submitting application in person, mail, or e-mail a \$24.00 applicable tech fee will apply.