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: _____ .
                                                        (Email)   (Phone)

REPRESENTATIVE SIGNATURE: _____

REPRESENTATIVE CONTACT (PHONE): _____ (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** – 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 copy of Metes and Bounds description of the property to be dedicated and calculations showing the area in square feet. This M&B description must be sealed by a surveyor.

☐ **REVIEW AND ACCEPTANCE** – Upon review and acceptance of the application by the Department, the required fees shall be paid at the Cashier, Planning & Inspections Department, Citizen Access Portal, or by calling (915) 212-0104. Fees are nonrefundable.

☐ **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 plus applicable tech fee will apply.