



## 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: \_\_\_\_\_ (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  
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.
- SUBMIT A COPY OF YOUR 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 and Articles of Incorporation if LLC.
- SURVEY** – 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 must be an original with seal.
- METES AND BOUNDS** – A copy of 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.
- 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.