

Application for Abandonment of Easement or Right of Way

Petitions for abandoning an easement or right of way require approval by the City Council.

- Requestor must fill out application in full and submit to the City Secretary's Office for presentation to the City Council.
- Application must include signed and notarized letters from each land owner adjacent to and affected by the proposed easement or right of way in question, approving the request.
- Application must be accompanied by a survey of the requestor's property adjacent to the proposed easement or right of way in question. If a survey is not available, detailed drawings showing the requestor's property will be required.
- Requestor must include ownership documentation for their property that is adjacent to the proposed easement or right of way in question.
- Requestor must provide map of easement or right of way being requested for abandonment.
- Payment of a non-refundable application fee must be submitted with completed application.

Fees related to applications for abandonment or easement or right of way:

<u>Fee Type</u>	<u>Cost</u>
Application Fee	\$50.00
Recording Fee (if application is approved)	\$60.00

Application Checklist

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- ☐ Completed application form
 - ☐ Signed and notarized letters from land owners.
 - ☐ Survey or drawings of requestor's property
 - ☐ Ownership documentation or requestor's property
 - ☐ Map of the easement or right of way
 - ☐ Fee

Signature

Date

Incomplete applications will be rejected

APPLICANT INFORMATION:

Please indicate your preferred method of contact.

Applicant _____ Email _____

Address _____ Phone _____ Fax _____

City _____ State _____ Zip _____

REQUESTOR'S PROPERTY INFORMATION:

Parcel Number _____ Subdivision Name _____

Legal Description _____

Number of property owners affected by abandonment _____

Names and Parcel Numbers of Property Owners Affected _____

PROPOSED USE OF ABANDONED PROPERTY

Signature or Applicant _____

Date _____

FREQUENTLY ASKED QUESTIONS

When will my application be considered?

Your application will be reviewed by the City Council. The City Council meets on the 2nd and 4th **Mondays** of each month. Your application will be placed on the first available City Council agenda as approved by the City Manager. You will be notified of the date that the application will be considered by your preferred contact method.

What happens at the meetings?

During the meeting the Councilmembers will review the application. You are not required to attend the meeting for you application to be considered, however, if there are any questions regarding the application and you as the applicant are not present to answer, the Council may table the item pending further information.

Can others make comments about my application?

Cisco City Council meetings are open to the public according to the Texas Open Meetings Act and citizens do have the ability to make comment regarding your application.

How do they decide?

The City Council considers factors such as utilities in the area, potential future land use by the city, and input from other affected land owners.

How much does it cost?

The application fee is based on the City's current Master Fee Schedule. Check the City's Web Site for the most current Fee Schedule. Please make checks payable to the "City of Cisco".

If approved, how is the abandoned easement or right of way dispersed?

If the application for the abandonment of the easement or right of way is approved by the City Council, the abandonment will be filed of record at the Eastland County Courthouse and the abandoned property will revert in halves to each adjacent landowner.

DO NOT WRITE BELOW THIS LINE—TO BE COMPLETED BY STAFF ACCEPTING APPLICATION

Date Received _____

☐ *Application Accepted by City Secretary*

☐ *Application Rejected by City Secretary*

Date on Agenda _____

☐ *Approved by City Council*

☐ *Rejected by City Council*

Signature of Mayor _____

Date _____