



# Development Services Department

## Right-of-Way Abandonment Application

Application Fee: \$150.00

### Applicant Information

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

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Agent or Engineer Information

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

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Site Information

Adjacent Property Street Address: \_\_\_\_\_

Adjacent Property Legal Description: Subdivision: \_\_\_\_\_

Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

### Adjacent Property Information

(Please include property owner name, mailing address, R number of property, and owner signature)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**Applicant Signature**

We, the undersigned property owner(s) of

\_\_\_\_\_

(Name of subdivision, lot, and block number)

do hereby request that the City of Brenham release and vacate the said alley, street, or easement as further described in the attached field notes.

\_\_\_\_\_

**Applicant Signature**

**Printed Name**

**ROW Abandonment Permit Checklist**

- \$150 application fee
- Cover Letter addressed to City Council explaining the request and the reason(s)
- Two (2) copies of survey of the property to be abandoned
- One (1) copy of field notes of the property to be abandoned
- One (1) copy of each field notes and survey of each parcel to be deeded to individuals
- One (1) copy of field notes of any easements to be retained by the City
- Addressed letter to the City Council stating reason for the requested abandonment
- Completed and signed application form

**FOR OFFICE USE ONLY**

**RECEIVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REVIEWED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NOTES:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL FEE:** \_\_\_\_\_