



Planning and Development Services Division  
Department of Public Works and Engineering  
Real Estate Branch



**APPLICATION**  
**EQUAL TO OR GREATER THAN EASEMENT EXCHANGE**

**Request for the Abandonment and Sale of an Easement or Easements in Exchange for Conveyance to the City of an Easement or Easements of Equal or Greater Total Square Footage**

Both the property owner (applicant) and the agent (if applicable) must sign this application where indicated. If the property owner is a business entity, a binding authority must sign the application. If the property owner is a type of partnership then the general partner information must also be included with the person's name if an individual, or if another business entity, list the organization's name and the name of a binding authority and his or her title.

Applicant's Information:

Property Owner (Business or Person's Name) \_\_\_\_\_

Binding Authority's Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Agent's Information (if applicable):

Business Name \_\_\_\_\_

Agent \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

E-Mail Address \_\_\_\_\_

1. Description of easement(s) requested to be abandoned and sold (Example: Storm sewer easement from Jones Street to Smith Avenue that is 10 feet wide by 45 feet long totaling 450 square feet, as described in the attached conveyance/dedication instrument):

2. Description of easements(s) to be conveyed to the City (Example: Storm sewer easement from Lee Lane to Smith Avenue that is 20 feet wide by 60 feet long totaling 1,200 square feet):

3. A statement of the intended use of the area requested to be abandoned, including a drawing of the proposed development project if applicable:

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For City Use Only – Do not write below this line

Order of signature is essential. Do not sign if the previous authority has not signed. Refer the Applicant to the previous authority. Preliminary review is allowed and encouraged if applicant has questions or concerns prior to signing by an authority and final submittal.

Please attach an explanation if denied or modifications are required with your response.

UAS (Signature/Date): \_\_\_\_\_  Approved  Denied  Attachment  
Printed name: \_\_\_\_\_  Depreciated Value Fee if required \$\_\_\_\_\_

OCE (Signature/Date): \_\_\_\_\_  Approved  Denied  Attachment  
Printed name: \_\_\_\_\_

Real Estate Branch:

Acceptance Date \_\_\_\_\_ CUIC No. \_\_\_\_\_ Parcel No(s). \_\_\_\_\_

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Application Accepted By (RE Intake Agent):

Date: