



## JOINT REFERRAL COMMITTEE



### ABANDONMENT AND SALE OF EASEMENT

This application should be used to request the abandonment/removal of City-owned easements from private property. This application must be used for the abandonment and sale of sanitary sewer, water, storm sewer and utility easements. If there are public utilities currently located within the easement(s), the applicant may be required to relocate said utilities to a public street right-of-way and/or relocate the utilities to an easement conveyed back to the City of Houston. If the easement to be abandoned and sold is a utility easement, private utility companies must be contacted since they have the rights through Franchise Agreements with the City to locate facilities within public utility easements. All underlying fee-owners to the easement(s) to be abandoned and sold must consent to this transaction by signing the signature page of the JRC application. A sample application is available for reference.



# JRC APPLICATION INSTRUCTIONS



At least (1) one original and (9) nine complete, collated copies of your application with all attachments must be provided and delivered in person by the applicant or authorized agent to:

The Real Estate Branch  
Department of Public Works and Engineering  
611 Walker, 19<sup>th</sup> Floor  
Houston, Texas 77002

No applications will be accepted by fax, mail, email, or messenger delivery. Applications are accepted each Thursday between 9:00 a.m. and noon, on a first-come first-serve basis except during posted holidays. No appointments are required. Late or incomplete applications will not be accepted, but may be submitted the following Thursday once completed.

Questions may be directed to the Department of Public Works and Engineering, Real Estate Branch at (832) 395-3118, by facsimile at (832) 395-3170, or by email at [jrcinfo@houstontx.gov](mailto:jrcinfo@houstontx.gov). The Joint Referral Committee website is <http://documents.publicworks.houstontx.gov/latest/joint-referral-committee.htm>. Both the property owner (applicant) and the agent (if applicable) must sign this application where indicated. A signed authorization letter may be substituted for the property owner's signature if an agent is submitting this application. If the property owner is a corporation, the principal (include his or her title within the company) signing the application must be the same person listed. If the property owner is a type of partnership then the general partner must be also be included. If the general partner is business entity, then list the organization's name and the name of the binding principal and his or her title.

## 1. Your application must include:

- A. A clear 8.5 x 11-inch drawing or map of the subject area highlighted in different colors or cross-hatched in different patterns with a legend indicating property owned by other abutting property owners (if applicable) and the property requested to be sold.
- B. One recently dated aerial photograph and at least (3) three different, full size, recent, clear photograph of the subject area taken from different directions or points of view marked or otherwise indicating the requested property in relation to reference points such as streets, the applicant's property, etc.
- C. The subdivision plat, deed, or other legal instrument that dedicated or conveyed the City's or public's ownership of the subject area in a clearly readable form with the recording information. The subdivision plat must be as large as necessary to accommodate the map and dedicatory language on one page.
- D. Harris County Appraisal District printouts showing the applicant's property ownership, the City's ownership, and any other abutting property owners' ownership if applicable.
- E. Surveys or City drawings of the subject area if available.

F. Title report of the parent tract.

G. Authorization Letter for agent to act on applicant's behalf.

Subdivision plats and deeds may be obtained from the County Clerk's Office, 201 Caroline, 4<sup>th</sup> Floor, Houston, Texas, 77002 or at branch locations. For directions or general information please call (713) 755-6411.

Copies of City of Houston engineering drawings may be obtained at the City of Houston Permitting Center located at 1002 Washington Avenue, Houston, Texas. For directions or general information please call (832) 394-9000.



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



CUIC  
 NUMBER:

TO BE ENTERED BY DEPARTMENT.

**APPLICATION**

**ABANDONMENT AND SALE OF EASEMENT**

Both the property owner (applicant) and the agent (if applicable) must sign this application where indicated. A signed original authorization letter may be substituted for the property owner's (applicant's) signature. Providing the requested information will ensure the timely review of your request.

1. **Applicant's Information:** Your name, address, title, daytime telephone and facsimile numbers, and email address.

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_  
 Facsimile No.: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

2. **Agent (if applicable):** Name, address, daytime telephone and facsimile numbers, and email address of any agent who will represent you in this matter. The agent will be the sole representative and contact for this request. *(To be completed only if you are represented by an agent.)*

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_  
 Facsimile No.: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

3. Key Map Location of area of your request *(Example: 493X)*: \_\_\_\_\_

4. Council District *(Example: District A)*: \_\_\_\_\_

5. Description and square footage of requested easement to be abandoned and sold *(Example: Water line easement, 20 feet wide by 200 feet long; total of 4,000 square feet)*:

6. Legal description and address of the property abutting the portion of the easement to be abandoned and sold, by lot and block, including the name of the subdivision. If the property is not located in a platted subdivision, provide the name of the survey and the abstract number (*Example: 123 First Street, Lot 5, Block 3, Western Heights Subdivision or Tracts 1A and 3C, Obedience Smith Survey, a-56*):
  
7. Statement of intended use and details of the requested easement to be sold:
  
8. Is there a site plan if the property will be redeveloped? If so, please include a copy of the site plan with this application.
  
9. What is the timeline for proposed redevelopment?
  
10. What is the timeline to vacate the property if the property is currently occupied?
  
11. Description and square footage of any property interest to be conveyed to the City by the applicant (*Example: Sanitary sewer easement, from First Street to Second Street that is 10 feet wide by 50 feet long totaling 500 square feet*):

12. Other property owners (if applicable):

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Contact: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Facsimile No.: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Signatures

Applicant(s):

\_\_\_\_\_  
\_\_\_\_\_  
(Print Name) Date: \_\_\_\_\_  
Date: \_\_\_\_\_

Other Property Owners (if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
(Print Name) Date: \_\_\_\_\_  
Date: \_\_\_\_\_

Agent:

\_\_\_\_\_  
\_\_\_\_\_  
(Print Name) Date: \_\_\_\_\_  
Date: \_\_\_\_\_