



## JOINT REFERRAL COMMITTEE



### NON-ACCEPTANCE / DISCLAIMER OF STREET OR ALLEY

The application for a Non-acceptance or Disclaimer can only be used for unimproved street right-of-way or alleys. An unimproved street right-of-way or alley must not be paved or improved for vehicular traffic and cannot have any public utilities constructed within the street or alley. If the street right-of-way was originally created by any instrument other than a subdivision plat or if utilities are within the street right-of-way or alley, the appropriate process is submittal of an application for the abandonment and sale of street or alley.



# JRC APPLICATION INSTRUCTIONS



A complete copy of your application with all attachments must be submitted via our on-line portal or delivered in person by the applicant or authorized agent to:

Real Estate Services  
Houston Public Works  
611 Walker, 19th Floor  
Houston, Texas 77002

Walk-in Applications are accepted each Thursday between 9:00 am 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 Houston Public Works, Real Estate Services 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 [https://www.publicworks.houstontx.gov/notices/joint\\_referral\\_committee.html](https://www.publicworks.houstontx.gov/notices/joint_referral_committee.html). 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 the 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 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.



Capital Projects  
Houston Public Works  
Real Estate Services



CUIC  
NUMBER:

TO BE ENTERED BY DEPARTMENT.

APPLICATION

**NON-ACCEPTANCE / DISCLAIMER OF STREET OR ALLEY**

Both the property owner (applicant) and the agent (if applicable) must sign this application where indicated on page 3. 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. **Property Owner (Applicant):** Your name, address, daytime telephone and facsimile numbers, and e-mail address.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Contact: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Facsimile No.: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

- 2. **Agent:** Name, address, daytime telephone and facsimile numbers, and e-mail 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.: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

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

- 4. Council District: \_\_\_\_\_

5. Description of the portion of the street or alley to be processed as a non-acceptance. *(Example: Sarah Avenue, from West Knight Road to David Street)*
  
6. The total estimated area of street or alley. *(Example: 20 feet wide by 200 feet long; total of 4,000 square feet)*
  
7. Legal description of the property abutting the portion of the street or alley, by lot and block, including the name of the subdivision. *(Examples: Lot 5, Block 3, Western Heights Subdivision or Tracts 1A and 3C, Obedience Smith Survey, A-56)*
  
8. The address of the street or alley area and the address of the applicant's abutting property (if different from that shown in Part I).

9. Name(s) of all property owner(s) abutting the portion of street, alley, or easement you are requesting to be non-accepted.

_____	_____
Name	Name
_____	_____
Address	Address
_____	_____
City/State/Zip Code	City/State/Zip Code

(Attach additional pages, if necessary.)

10.. If there are any agreements from other departments within the City associated with this request, please attach a copy of the agreement to this form.



**Signatures**

**Property Owner(s) [required unless separate authorization letter submitted]:**

_____	_____
	(Date)
_____	_____
	(Date)
<b><u>Agent</u> [required]:</b>	
_____	_____
	(Date Submitted)