



JOINT REFERRAL COMMITTEE

SALE OF CITY FEE-OWNED PROPERTY



This application must be used to request the City to sell fee-owned property in the following instances:

- The fee-owned property is irregularly shaped, or
- The fee-owned property is small to be independently developed under current development standards, or
- The fee-owned property lacks access to public roads/right-of-way (is landlocked).

This application cannot be used for any type of request that includes the abandonment and sale of a street, alley, sale of fee-owned property subject to bid sale standards, or any other request. Please refer to the Application for Abandonment and Sale of Street or Alley for these types of combination transactions.



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, 19th 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. 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, 4th 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

SALE OF CITY FEE-OWNED PROPERTY

Request for the City to approve the sale of fee-owned property.

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:

Business Name _____
 Binding Authority and Title _____
 Address _____

Telephone No. _____
 Fax No. _____
 E-Mail Address _____

Agent's Information (if applicable):

Business Name _____
 Agent _____
 Address _____

Telephone No. _____
 Fax No. _____
 E-Mail Address _____

Key Map location of the area of the subject request _____
 Council District _____

- 1) Description and total area of the requested fee-owned property and the address of the applicant's abutting property. *(Example: 90 (10' x 9') square feet of fee-owned property abutting 565 Main Street)*

2) Legal description of the fee-owned property, 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 abstract name. *(Example: Lot 2, Block 4 of the Mayflower Subdivision, out of the Henry Lee Survey, A-1)*

3) The address of the applicant's abutting property (If different from the address previously entered).

4) The name and address of all other abutting property owners to the fee-owned property.

5) A statement detailing the proposed use of the fee owned property by the applicant.

Signatures

Applicant(s):

(Print Name)

Date: _____

Date: _____

Abutting Property Owners (if applicable):

(Print Name)

Date: _____

Date: _____

Agent:

(Print Name)

Date: _____

Date: _____