



CUIC No. _____
(To be assigned upon receipt of request.)

JOINT REFERRAL COMMITTEE

Application and Requirements

(Check One)

- _____ Abandonment and Sale of Street, Alley, or Easement
 _____ Encroachment into Street or Alley
 _____ Other

Your request to the Joint Referral Committee to consider either (i) the abandonment and sale of a street, alley, or easement owned by the City of Houston or (ii) an encroachment agreement allowing you to maintain a home, building, or other permanent structure within a City street or alley must include the information requested below. Both the property owner (applicant) and the agent (if applicable) must sign this application where indicated on page four. 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.

Part I - Required Information (all requests) (Items 1-4)

1. **Property Owner (Applicant):** Your name, address, daytime telephone and facsimile numbers, and e-mail address (optional).

Name: _____

Address: _____

Contact: _____

Telephone No.: () _____

Facsimile No.: () _____

E-mail Address: _____

2. **Agent:** Name, address, daytime telephone and facsimile numbers, and e-mail address (optional) 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: _____

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

4. Council District: _____

Part II - Abandonment and Sale (Street, Alley, or Easement) Requests (Items 5-16)

5. Description of the portion of the street, alley, or easement to be abandoned. (*Example: Sarah Avenue, from West Knight Road to David Street*)

6. The total estimated area to be abandoned. (*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, alley, or easement to be abandoned, 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. (*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 abandonment 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 abandoned.

Name

Name

Address

Address

City/State/Zip Code

City/State/Zip Code

(Attach additional pages, if necessary.)

10. Drawing(s) or map(s) of the area with the street right of way or alley to be abandoned highlighted, hatched, or otherwise clearly labeled. The drawing(s) or map(s) should also indicate the approximate dimensions of the area to be abandoned. (Attach to this form.)

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11. Copy of the recorded deed or subdivision plat that created the street, alley, or easement, with the pertinent dedicatory or conveyance language highlighted. You also may include copies of Baca Landata or Harris County Appraisal District printouts showing the City's interest in the street, alley, or easement. (Attach to this form.)

 12. A statement as to the intended use of the property interest should the City approve the abandonment and sale.
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13. Photographs, labeled and dated, of the affected property. (Attach to this form.)

 14. (Optional) Property survey or any available information about the property history. (Attach to this form.)

 15. (Optional) Other information you consider relevant to your request, if not included in the above items. (Attach to this form.)
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16. If your request includes a proposed exchange (dedication) of property to the City, please describe below and include in Items 5-14 above the same property information about the dedication parcel(s).
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Part III - Encroachment (Street or Alley) Requests (Items 17-26)

17. Description of the encroachment, including the affected permanent structure. (*Example: A 2-foot building encroachment into a 30-foot-wide alley*)
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18. The total estimated area of the encroachment. (*Example: 2 feet wide by 45 feet long; total of 90 square feet*)
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19. Legal description of the property where the encroachment is located, 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. (*Examples: Lot 5, Block 3, Western Heights Subdivision or Tracts 1A and 3C, Obedience Smith Survey, A-56*)
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20. The address of the street or alley encroachment area and the address of the applicant's abutting property (if different from that shown in Part I).
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21. Drawing(s) or map(s) of the area with the encroachment highlighted, hatched, or otherwise clearly labeled or indicated. The drawing(s) or map(s) should also indicate the approximate dimensions of the encroachment area. (Attach to this form.)
 22. Photographs, labeled and dated, of the affected improvements, the encroachment, and the affected City property. (Attach to this form.)
 23. Copy of the recorded deed or subdivision plat that created the street or alley that is the subject of the encroachment, with the pertinent dedicatory or conveyance language highlighted. You also may include copies of Baca Landata or Harris County Appraisal District printouts showing the City's interest in the street or alley. (Attach to this form.)
 24. A statement as to how the encroachment was created and how long it has existed.
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25. (Optional) Property survey or any available information about the property history. (Attach to this form.)
 26. (Optional) Other information you consider relevant to your request, if not included in the above items. (Attach to this form.)

Signatures

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

_____ (Date)

_____ (Date)

Agent [required]:

_____ (Date Submitted)

JOINT REFERRAL COMMITTEE

Information and General 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 ircinfo@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.

The original application and each of the copies must include:

1. 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 the property owned by the applicant, property owned by other abutting property owners if applicable, and the property requested to be abandoned and sold, non-accepted, or area of encroachment.
2. One recently dated aerial photograph and at least (3) three different, full-size, recent, clear photographs 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.
3. 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.
4. The consent and participation of all abutting property owners regarding the property request. Each abutting property owner's signature must be on the application or a separate letter must be attached to the application signed by each abutting property owner.

Additional information that may be helpful to include with the application and each copy:

1. Harris County Appraisal District printouts showing the applicant's property ownership, the City's ownership, and any other abutting property owners' ownership if applicable
2. Surveys or City drawings of the subject area
3. A brief historical review of circumstances if helpful
4. Title report of the parent tract
5. Any other information that may be considered relevant, such as previous requests for the same property or requests that affect the same parent tract or an adjacent tract of land

Subdivision plats and deeds may be obtained from the County Clerk's Office, 201 Caroline, 4th Floor, Houston, Texas, 77002 or at branch locations. Call 713-755-6411 for directions.

Copies of City of Houston engineering drawings and many subdivision plats may also be obtained at the City of Houston Permitting Center, 1002 Washington Avenue, 2nd Floor, Houston, Texas, 77002. Call 832-394-9144 for directions.