

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

11. Copy of the recorded deed or subdivision plat that created the street or alley 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.)

12. A statement as to the intended use of the property interest should the City approve the non-acceptance. (Attach to this form a site plan if available)

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

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

(Date)

(Date)

Agent [required]:

(Date Submitted)

JOINT REFERRAL COMMITTEE

Checklist to qualify as a non-acceptance or disclaimer

(This page does not need to be copied and included as part of the application package.)

*Is the street or alley marked on a map or plat recorded with the City of Houston that shows the existence of an intended public right-of-way? **The street or alley must be dedicated for public use by a subdivision plat. The street or alley cannot be conveyed to the City of Houston by separated instrument. Your answer should be yes.***

*Has the street or alley been physically improved? Has the street or alley been paved/constructed? **The street or alley must not be paved or constructed. Your answer should be no.***

*Are there utilities within the street or alley? **There must be no utilities within the street or alley. Your answer should be no.***