

APPLICATION

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 sold *(Example: Subsurface gas pipeline that is 100 feet long by 20 feet wide crossing City of Houston Southeast Sewer Plant No. 2, out of the Henry Lee Survey, A-1)*:

6. Statement of intended use and details of the requested easement to be sold:

7. 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.

8. Additional information that may be helpful to include with the application:
 - A. Harris County Appraisal District printouts showing the applicant's property ownership, the City's ownership, and any other abutting property owners' ownership if applicable.
 - B. Surveys or City drawings of the subject area.
 - C. A brief historical review of circumstances if helpful.
 - D. Title report of the parent tract.
 - E. 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. For directions or general information please call (713) 755-6411.

Copies of City of Houston engineering drawings and many subdivision plats 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.

Signatures

Applicant(s):

Date: _____

Date: _____

Agent:

Date: _____