



Street/Alley/Easement Abandonment Application

Code of Ordinances Chapter 22, Article II

Prior to submitting this application please schedule a pre-development meeting with the Planning Staff.

Pre-Development Meeting Date: _____

Application Date: _____

Contact Information

| | | | |
|--------------------------------|--|---------------------------|--|
| Property Owner Name | | Applicant Name* | |
| Property Owner Mailing Address | | Applicant Mailing Address | |
| Property Owner Phone Number(s) | | Applicant Phone Number(s) | |
| Property Owner Email | | Applicant Email | |

| | |
|------------------------------|--|
| Surveyor/Engineer/Contractor | |
| Mailing Address | |
| Phone Number(s) | |
| Email | |

Property Information:

Lots: _____ Block: _____ Subdivision: _____

Zoning District: _____

Description of Request:

Purpose of Abandonment: _____

The applicant will submit the following with this application:

- A. All required documents listed on the Checklist
 - B. Application Fee:

| | |
|---------------|------------------------|
| Base: | \$235.00 |
| GIS: | \$15.00 |
| Total: | <u>\$250.00</u> |
- (All checks payable to City of Marble Falls)

| |
|----------------------|
| Office Use Only |
| Staff Initials _____ |
| Date Received _____ |

All information/items on the checklist of this application must be supplied at the time of submittal. If all information/items are not submitted the application will not be accepted.

I certify that the information on this application is complete and accurate. I understand the fees and the process for this application. I understand my responsibility, as the applicant, to be present at meetings regarding this request.

Applicant's Signature

Date

***If the owner is not the applicant, the owner statement must be submitted along with this application.**

If there are multiple property owners participating in the application, please use the "Multiple Owners" supplemental sheet and attach all owner information and signatures.



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Owner Statement (if applicant is not owner):

I HEREBY CERTIFY THAT THE APPLICANT LISTED IS AN AUTHORIZED AGENT FOR ME IN MATTERS PERTAINING TO THE FILING OF THIS STREET/ALLEY/EASEMENT ABANDONMENT APPLICATION.

Owner's Signature (notarized)

Date

**STATE OF TEXAS:
COUNTY OF BURNET:**

Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared _____, Owner, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this _____ day of _____, 20_____.

Notary Public in and for the State of Texas

My Commission Expires On



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| | Checklist Items | City Staff Initials |
|--|---|---------------------|
| | Pre-development meeting with staff | |
| | Completed Application | |
| | Application filing fee | |
| | Owner Authorization if owner is not applicant | |
| | Survey , showing the area to be abandoned sealed by a licensed surveyor : <ul style="list-style-type: none"> • One (1) digital copy in PDF • One (1) digital copy in CAD format (NAD 1983, State Plane 4203) | |
| | Appraisal: Applicant can request the City of Marble Falls to appraise the area to be abandoned based on the tax values of adjacent properties. The applicant may elect to have an independent appraisal of the abandonment area conducted at his/her own expense. The submittal fee, appraisal, and associated costs are non-refundable. | |
| | Digital Photographs: Photographs of the area to be abandoned in hard copy or digital files. Photographs taken from all angles to include: <ul style="list-style-type: none"> • Abandonment area, with surveyor stakes visible in photographs; and • Adjacent improved streets. | |
| | Tax Certificate or Warranty Deed showing ownership | |

All information/items on the checklist of this application must be supplied at the time of submittal. If all information/items are not submitted the application will not be accepted.

Additional information other than what is listed on this checklist may be required for the evaluation of the request. The planning staff will notify you if any other information is required once a preliminary review has been completed.

The applicant/owner must attend the Planning & Zoning and City Council Meetings. The applicant/owner will be notified of the meeting date once the completeness review is done and the application is deemed complete.