



**Instructions for
APPLICATION FOR THE SALE, VACATION OR ABANDONMENT
OF CITY-OWNED LAND, PUBLIC STREETS, ALLEYS, EASEMENTS,
OR RIGHT-OF-WAY, OR PORTION THEREOF**

Those who desire the sale, vacation and abandonment of public streets, alleys, easements and/or public rights-of-way by the City of Georgetown should follow the procedure described below in order to expedite the processing of such request.

There is a processing fee of THREE HUNDRED AND NO/100 DOLLARS (\$300.00) for each formal abandonment application. Payment must accompany the submission of the formal application. If the application seeks to abandon a public right-of-way or public utility easement, State law and the Code of Ordinances also require that the property be sold for fair market value or exchanged for other interests of equal value, so the applicant should be prepared to pay the cost of a third-party appraisal **and** for the ultimate acquisition of the property.

For the abandonment of public streets, alleys and rights-of-way, a public hearing will be called and advertised and an ordinance considered and acted upon by the City Council. Therefore, formal applications must be received, along with all necessary supporting documentation, **no less than** three (3) weeks prior to the date that the transaction is to be considered by the City Council.

Standard Process for Abandonments:

1. Applicant submits required application (attached hereto), with necessary exhibits, online via the MyGovernmentOnline portal and pays the application fee.
2. Real Estate Services staff reviews the application for completeness and, if complete, designates the appropriate departmental reviewers (e.g. Water for the abandonment of a water line easement).
3. Designated reviewers either consent to the abandonment, provide conditions for any possible abandonment, or recommend disapproval of the application.
4. If staff clears the possible abandonment, the application is either forwarded to City Council for consideration or (if a public utility easement or right-of-way) an appraisal is ordered, applicant pays for the appraisal, and the application is forwarded to City Council for consideration upon completion of the appraisal.
5. Council reviews the application and either approves, conditionally approves, or disapproves the request.
6. Applicant satisfies any conditions of approval and pays the appraised value (if a public utility easement or right-of-way), then City issues a quit claim deed for the applicant to pick up and record.

Should you have questions regarding this application, please contact Real Estate Services at realestate@georgetown.org for assistance.



**APPLICATION FOR THE SALE, VACATION, OR ABANDONMENT
OF CITY-OWNED LAND, PUBLIC STREETS, ALLEYS, EASEMENTS
OR RIGHT-OF-WAY, OR PORTION THEREOF**

Date Submitted: _____

Applicant (owner/agent/authorized representative): _____

Applicant address: _____

Applicant phone number: _____ Applicant email address: _____

TO THE MAYOR AND CITY COUNCIL OF THE CITY OF GEORGETOWN:

The undersigned hereby make(s) application for the sale, vacation or abandonment of that portion of the above named City-owned land, public street(s), alley(s), easement(s) or right-of-way, or a portion thereof, more particularly described in the metes and bounds survey and plat/sketch prepared by a Registered Professional Land Surveyor attached hereto as **Exhibits "A" and "B"** (the "Property").

In support of this application, the undersigned provides and warrants the following:

1. The undersigned will hold the City of Georgetown harmless, and indemnify it against all suits, costs, expenses and damages that may arise or grow out of such vacation, sale or abandonment.
2. Attached as **Exhibit "A"** is a metes and bounds description prepared by a Registered Professional Land Surveyor of the Property proposed to be sold, vacated or abandoned.

3. Attached as **Exhibit "B"** is a plat or sketch prepared by a Registered Professional Land Surveyor of the Property proposed to be sold, vacated or abandoned, showing:
 - a. the names and deed recording information of the current owners of record of all property contiguous to the Property proposed to be sold, vacated or abandoned;
 - b. the nearest streets in all directions and the subdivision or the addition in which the Property is situated; and
 - c. the location of any existing public utilities located within the Property proposed to be sold, vacated or abandoned.
4. Attached as **Exhibit "C"** are copies of recorded deeds or a title search performed by a title company evidencing current ownership of all property contiguous to the Property proposed to be sold, vacated or abandoned.
5. Attached as **Exhibit "D"** are copies of the written consent(s) to the sale, vacation or abandonment of the Property of the owners/providers of any existing public utilities that are located within the Property proposed to be proposed sold, vacated or abandoned. If unable to obtain such consent, please provide written proof of your attempt to do so and the utility owner/provider's reason for denial. Consent is not required in advance from Georgetown Electric, Georgetown Water, or any other utilities owned by the City of Georgetown, as such consent will be provided or denied during the City's review of the application.
6. Attached as **Exhibit "E"** is the consent to the sale, vacation or abandonment of all owners of property contiguous to the Property proposed to be vacated, sold or abandoned, as well as any owners of the fee encumbered by the City's easement, if applicable. A sample consent form is attached to the instructions accompanying this application. If the property is owned in fee by the City of Georgetown, Exhibit E is not required in advance of the City's review.
7. Attached as **Exhibit "F"** is written authorization of the Applicant providing permission of any representative or agent authorized to handle this application on behalf of the Applicant. (if applicable).
8. State the reason for the proposed sale, vacation or abandonment.

**AUTHORIZATION TO ACT ON
BEHALF OF INTERESTED PARTY**

I, _____, am the authorized representative
of the owner of, _____

(herein referred to as the "PROPERTY.") I hereby authorize
_____, to represent me
and my interest related to the PROPERTY in regards to all matters associated with the
**SALE, VACATION, OR ABANDONMENT OF CITY-OWNED LAND, PUBLIC STRETS,
ALLEYS, EASEMENTS OR RIGHT-OF-WAY, OR PORTION THEREOF** as it is
associated with the development or interest of the PROPERTY and the issues within or
raised by the Application filed herein. This authorization will remain in effect until and
upon which time it is withdrawn, terminated, or rescinded in writing and a copy of such is
provided.

Signed: _____

Printed Name: _____

Title: _____

Phone Number: _____

Date: _____

**UTILITY OWNER/PROVIDER
CONSENT TO THE SALE, VACATION OR
ABANDONMENT OF CITY-OWNED LAND, PUBLIC
STREETS, ALLEYS, EASEMENTS OR RIGHT-OF-WAY,
OR PORTION THEREOF,
IN THE CITY OF GEORGETOWN,
TEXAS**

I, THE UNDERSIGNED, on behalf of:

_____, a utility owner/provider, certify that I have carefully considered the proposed sale, vacation or abandonment of the City-owned land, public street, alley, easement or right-of-way described in the attached **APPLICATION FOR THE SALE, VACATION, OR ABANDONMENT OF CITY-OWNED LAND, PUBLIC STREETS, ALLEYS, EASEMENTS OR RIGHT-OF-WAY, OR PORTION THEREOF** from the standpoint of present and future needs of the utility and I have no objection to the requested sale, vacation or abandonment thereof.

Signed: _____

Printed Name: _____

Title: _____

Phone Number: _____

Date: _____

**PROPERTY OWNER
CONSENT TO THE SALE, VACATION OR ABANDONMENT OF
CITY-OWNED LAND, PUBLIC STREETS, ALLEYS, EASEMENTS
OR RIGHT-OF-WAY, OR PORTION THEREOF,
IN THE CITY OF GEORGETOWN, TEXAS**

I, THE UNDERSIGNED, _____ on behalf of _____, owner of property contiguous to the property proposed for sale, vacation or abandonment in the attached **APPLICATION FOR THE SALE, VACATION OR ABANDONMENT OF CITY-OWNED LAND, PUBLIC STREETS, ALLEYS, EASEMENTS OR RIGHT-OF-WAY, OR PORTION THEREOF**, hereby declare that I have carefully considered the proposed transaction and I have no objection thereto.

Signed: _____

Printed Name: _____

Phone Number: _____

Date: _____