



DEPARTMENT OF DEVELOPMENT SERVICES

Development Services Center – 215 W. Hickory Street – Denton, Texas 76201 voice: (940) 349-8541
www.cityofdenton.com

Street or Alley Right of Way Abandonment Request Application and Checklist

PROPERTY INFORMATION:

Project Name: Parcel(s) Tax ID# (Required):
Project Address (Location): Total Acres:
Previous Project Number (If Applicable):
Existing Zoning: # of Existing Lots: # of Existing Units:
Proposed Zoning: # of Proposed Lots: # of Proposed Units:

OWNER INFORMATION AND AUTHORIZATION:

Name:
Company Name:
Address:
Telephone: Email:

CHECK ONE OF THE FOLLOWING:

- I will represent the application myself; or
I hereby designate (name of project representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this development application. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this application.

I hereby certify that I am the owner of the property and further certify that the information provided on this development application is true and correct. By signing below, I agree that the City of Denton (the "City") is authorized and permitted to provide information contained within this application, including the email address, to the public. The City is also authorized and permitted to reproduce any copyrighted information submitted in connection with the application, if such reproduction is associated with the application in response to a Public Information Request.

Owner's Signature: Date:

STATE OF TEXAS COUNTY OF BEFORE ME, a Notary Public, on this day personally appeared (printed owner's name) the above signed, who, under oath, stated the following: "I hereby certify that I am the owner, for the purposes of this application; that all information submitted herein is true and correct."

SUBSCRIBED AND SWORN TO before me, this the day of, 20.

Notary Signature (seal)



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Please note that this checklist is intended to assist developers and design professionals in the preparation of submittals for DRC review and are generally what is needed to facilitate the review of the proposed **Street or Alley Right of Way Abandonment Request**. A submittal of a complete application will facilitate a timely review. Failure of the applicant to provide required information or obtain a waiver from the DRC Chair will result in application not being processed. Under special circumstances, additional items may be required through the Development Review Committee process prior to approval.

ITEMS TO BE SUBMITTED:

- Application and Checklist.**
- Associated Fee(s):** An initial application review fee of **\$100**. An additional **\$750** administrative processing fee shall be tendered to the Planning and Development Department prior to further staff facilitation of the request. **These fees are non-refundable.**
- Applicant acknowledges, demonstrated by their signature(s) herein and submission of the accompanying City of Denton Development Services Application form, that payment of the initial review fee and/or the administrative processing fee in no way obligates the City to abandon the proposed tract and further acknowledges that the value of the street right-of-way or alley, if recommended to be abandoned, shall be solely determined by the City of Denton and that a Certified or Cashier's Check must be tendered to the City of Denton, for the determined amount, before the request will be placed on the City Council agenda for final consideration. If the request is denied by the City Council, the Check will be returned to the applicant.
- Project Narrative:** Written proposal from the petitioner(s) which provides detailed answers to the following questions:
 1. What are the reasons for the proposed abandonment?
 2. Is the subject abandonment tract vacant or improved?
 3. What are the future development plans for the subject area proposed for abandonment?
 4. Are there alternatives other than abandonment of the subject tract, and if so, what are they?
 5. If there is a proposed project, what is the anticipated start date?
 6. Are there related pending development actions such as platting, zoning or permitting with City departments, and if so, what are they?
 7. How does the subject land rights abandonment initiative affect the public's interests in the context of promoting the health, safety and welfare of the citizen's of Denton?

If the proposal gains support through initial staff analysis, this letter will serve as an exhibit attachment for Agenda Information Sheet submissions to the applicable Boards, Commissions, Committees and City Council.

- Copy of the recorded deed(s) demonstrating current ownership of the petitioner's private property tract abutting the subject abandonment tract as well as copies of recorded deeds demonstrating current ownership of all other property tracts, if any, abutting the subject abandonment tract. In cases where there are multiple affected property owners, those owner's must either join the abandonment request as a co-applicant, or City staff must be provided a release and/or evidence of quit claim relinquishing their rights in the subject abandonment tract. Release and or quit claim evidence shall be submitted to the City prior to placement of the request for abandonment consideration on the City Council meeting agenda.
- Copy of any recorded subdivision plats and/or title boundary survey plats relevant to the subject abandonment tract.
- Copy of the recorded instrument(s) vesting City of Denton ownership in the subject abandonment tract.**
- A metes and bounds field note description accompanied by a commensurate survey plat illustration of the proposed abandonment tract. These documents shall be provided in letter-sized format, 8 ½ x 11 inches, and must be prepared, signed, and sealed by a Registered Professional Land Surveyor.**
- Street or Alley Right of Way Abandonment Request Checklist: I have reviewed the checklist and all submittals for completeness and accuracy.**

All documents are required to be PDF files, each sheet will be a single item and will be uploaded into ProjectDox.