



# Abandonment Application Form

This form is to accompany an application for the sale, vacation, or abandonment of city-owned land, public streets, alleys, easements or right-of-way, or portion thereof.

## Applicant Info

Date Submitted: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Owner/Authorized Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## 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.

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9. State what the property has been and is currently being used for.

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I swear that all of the information provided herein and in the referenced Attachments is true and correct, to the best of my knowledge and belief.

\_\_\_\_\_  
Applicant

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

THE STATE OF \_\_\_\_\_ }  
  }  
COUNTY OF \_\_\_\_\_ }

BEFORE ME, the undersigned authority, on this day personally appeared \_\_\_\_\_ known to me to be a credible person and one of the signers of the foregoing application and who, after being by me duly sworn, did upon oath state that the information contained in such Application is true and correct to the best of his/her knowledge and belief.

Given under my hand and seal of office on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Texas  
  
My Commission Expires: \_\_\_\_\_

(Seal)