

This Checklist is intended to provide the information and data needed to constitute a complete application. 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 submit a request for **abandonment** follow the procedure described below in order to expedite the processing of such request. A request for an abandonment requires review by staff, in accordance with [Code of Ordinances Chapter 12.10](#). **Incomplete applications will not be accepted.** For assistance regarding application content please contact realestate@georgetown.org. For assistance with the MyGovernmentOnline portal please contact the Planner of the Day at (512) 930-3575 or planning@georgetown.org.

Digital Submission Requirements

New applications are only accepted two days per month. The application submittal calendar is available at: <https://udc.georgetown.org/development-manual/>

The City of Georgetown utilizes a digital review system called MyGovernmentOnline, which requires certain digital submittal standards. For more detailed information and troubleshooting, please review the separate *MyGovernmentOnline User Guide* available at <https://udc.georgetown.org/mygovernmentonline/>.

Application Fee

Application fee will be assessed on the application submittal deadline. Fees must be paid by no later than noon (12 PM) on the Friday following the application submittal deadline. Failure to pay by the payment deadline will cause the application to be deemed incomplete and thus not filed. The application fee schedule is available at: <https://udc.georgetown.org/development-manual/>.

Submittal Documents

The following is grouped into the electronic documents that will be required for submittal. The list below each document heading shows the individual items that are to be combined to form the PDF document. Please review the Detailed Information section of this form for help in preparing each of these items.

- Application*
 - [Application Form](#)
 - Letter of Intent
- Exhibits*
 - Exhibit A – Metes & Bounds Description of property to be Abandoned
 - Exhibit B – Survey Sketch of property to be Abandoned
 - Exhibit C – Deeds & Title
 - Exhibit D – [Utility Providers' Acknowledgement Form](#)
 - Exhibit E – [Property Owner Abandonment Form](#)
 - Exhibit F – [Property Owner's Application Consent Form](#)

Detailed Information

The **Application Form** shall include:

- The completed form executed and notarized.

The **Letter of Intent** shall include:

- A description of the requested abandonment
- An explanation of any existing utilities and public improvements on the property to be abandoned and how these utilities will be relocated or removed prior to abandonment.
- An explanation of how the requirements of Texas Local Gov't. 272.001 are being met either through exchange of property of equivalent value or payment.
- A signed statement acknowledging that unless the sale or exchange of property meets an exception of Section 272.001, the applicant will be required to pay the fair market value of the real estate interest being abandoned, as well as the cost of the City's appraisal to determine such.

Exhibit A shall include:

- A metes and bounds description prepared by a Registered Professional Land Surveyor of the Property proposed to be sold, vacated or abandoned.
- This exhibit must be formatted as a letter sized document (8.5"x11")
- This exhibit must be prepared by licensed surveyor.

Exhibit B shall include:

- A plat or sketch prepared by a Registered Professional Land Surveyor of the Property proposed to be sold, vacated or abandoned (only the easement or portion of property to be abandoned), showing:
 - 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;
 - The nearest streets in all directions and the subdivision or the addition in which the Property is situated; and
 - The location of any existing public utilities located within the Property proposed to be sold, vacated or abandoned.
- This exhibit must be formatted as a letter sized document (8.5"x11")
- This exhibit must be prepared by licensed surveyor.

Exhibit C shall include:

- 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.

Exhibit D shall include:

- 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.

Detailed Information

- 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.

Exhibit E shall include:

- [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.
- If the property is owned in fee by the City of Georgetown, Exhibit E is not required in advance of the City's review

Exhibit F shall include:

- The [Property Owner's Consent Form](#)