



POLICY PROCEDURES FOR ABANDONMENT OF STREETS AND ALLEYS

1. The applicant must submit a petition letter to the City stating the reason and intent for the abandonment. This petition must be signed by all adjoining property owners. Proof of ownership of each property owner within the limit of the abandonment should be included with this letter. **The City will also consider property owners which do not actually abut upon the street or alley to be considered for abandonment. These property owners are to be considered since they may own private easements in the portion of the street considered for abandonment by virtue of having purchased their property with reference upon plats or maps showing such streets.**
2. Staff will review the request for initial feasibility. If the staff determines the request is feasible, then the process can move forward through the Planning review process.
3. This letter should be followed with a responding letter from the utility companies indicating no objections to the request. These letters should be submitted to the City's Engineering & Planning Department.
4. The request for abandonment should also include a plat/map that identifies the location and physical configuration of the site. The aforementioned plat shall have the proper legal description of the property to be considered for abandonment: north arrow, scale and/or dimensions that will adequately locate and define the boundaries of the property abandoned. The plat shall also specify the acreage or square footage. Whichever is appropriate and metes and bounds description verified by a registered surveyor or by county records (that will identify the property by a legal instrument with volume, page, etc.). **An administration processing fee of \$300 is required for all abandonment requests at the time of submittal.**
5. Once the first four items are satisfied, the applicant's request will be submitted to the Planning Board for review and consideration for approval. **The Planning Board review will be held in conjunction with a Public Hearing where all property owners abutting any portion of the road will be notified of the abandonment intent. Notice to property owners will be initiated ten (10) days prior to this scheduled Planning Board Public Hearing. Opposition to the abandonment must be in writing and submitted to the Planning Department on or before the date of the scheduled Public Hearing.**
6. If approved by the Planning Board, the request will be submitted to the City Commission for final action. Approval will consist of the formulation of an ordinance and subsequent filing with Galveston County Map records. This will complete the process for abandonment.

LIST OF UTILITY COMPANIES & CONTACTS

Texas New Mexico Power Co.
Attn: Tina Wiggins
702 36th Street North
Texas City, Texas 77590
409-948-8451 Ext. 4230

AT&T
Attn: Mike Talplacido
622 5th Avenue North
Texas City, Texas 77590
409-942-8036
mt1565@att.com

Center Point Energy (Gas)
Attn: LROW 11 TRT
P. O. Box 1700
Houston, Texas 77251-1700
713-207-5769 (ROW Hotline)

Comcast Cable
8590 West Tidwell
Houston, Texas 77040
Chris_Grey@comcast.com (Use the underscore between names)
David_Miller@cable.comcast.com (Use the underscore between names)

Note: You will need to provide plat and easement information for each abandonment

City of Texas City
Director of Public Works
P. O. Box 2608
Texas City, Texas 77592-2608
409-643-5810

City of Texas City
Director of Utilities
P. O. Box 2608
Texas City, Texas 77592-2608
409-643-5860



CITY OF TEXAS CITY

Engineering & Planning
7800 E. F. Lowry Expy
Texas City, Texas 77591
409.643.5936

DEVELOPMENT APPLICATION

APPLICATION TYPE PLEASE CHECK APPROPRIATE BOX BELOW

- | | | |
|---|--|--|
| <input type="checkbox"/> Zoning Change | <input type="checkbox"/> Replat | <input type="checkbox"/> Subdivision Master Plan |
| <input type="checkbox"/> Detailed Site Plan | <input type="checkbox"/> Minor Plat | <input type="checkbox"/> ROW Abandonment |
| <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Amending Plat | <input type="checkbox"/> Sixth Street Revitalization |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Vacating Plat | |

See appropriate checklist and fee schedule for minimum submittal requirements for each application

PROPERTY INFORMATION

Project Name: _____
 Project Address or Location: _____
 Legal Description: _____
 Proposed No. of Lots: _____ Gross Acreage: _____
 Existing Zoning: _____ Proposed Zoning: _____
 Existing Use: _____ Proposed Use: _____

APPLICANT & OWNER INFORMATION

Name of Applicant: _____
 (print or type)
 Signature: _____ Company: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 E-mail: _____ Ph: _____ Fax: _____

Name of Property Owner: _____
 (print or type)
 Signature: _____ Company: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 E-mail: _____ Ph: _____ Fax: _____

(The property owner may submit a notarized letter of authorization in lieu of a signed application)

For Department Use Only	
Date Received: _____	Fee Paid: \$ _____
Accepted by: _____	