



PROCEDURES FOR ABANDONMENT

The process for a party to request the city abandon a right-of-way (street or alley) or easements (utility or drainage easement which were not dedicated by a plat) is outlined below. **Utility and drainage easements which were dedicated by a plat may be abandoned by amendment to the plat and do not have to follow the procedures outlined below.**

1. A pre-application meeting with the Planning and Zoning Division staff of the City of Del Rio is required before actual application request is submitted.
2. The Planning and Zoning Division reviews the request to determine if abandonment is feasible. This process takes up to one week. Prior to or during this review, the applicant is required to furnish a map showing all utilities. To obtain this information the applicant must contact the following departments:

City of Del Rio Water and Waste Water Department (830) 703-5381
City of Del Rio Gas Department (830) 774-8620
American Electric Provider (830) 306-4178
Verizon Wireless (325) 949-0884

3. If, after review, the Planning and Zoning Division determines that the abandonment is feasible, the applicant may submit a formal applicant requesting abandonment. This application must be accompanied with the following:
 - a. A plat and field-notes for the area to be abandoned showing all utilities. If the abandonment concerns a street or alley and the applicant does not own all of the land adjoining the area to be abandoned, a separate plat and field-notes showing the proposed division of the street or alley between the adjoining landowners must also be submitted.
 - b. A check or money order in the amount of \$200.00 which is the fee to process the abandonment request.
 - c. A petition must be signed by the applicant and by the adjoining property owners within one (1) block of the area to be abandoned.



THE DEADLINE FOR SUBMITTING APPLICATIONS FOR ABANDONMENT TO BE HEARD AT THE NEXT MONTH'S PLANNING AND ZONING COMMISSION MEETING IS ON OR BEFORE THIRTY (30) DAYS BEFORE THE DATE OF THE PLANNING AND ZONING COMMISSION MEETING. APPLICATIONS SUBMITTED AFTER THIS DATE WILL BE HEARD AT THE NEXT SUBSEQUENT PLANNING AND ZONING COMMISSION MEETING.



4. After submittal of the application, the Planning and Zoning Division will route the application and supporting documentation to the following departments, or entities for their review and comment:

City of Del Rio Gas Department
City of Del Rio Water and Wastewater Department
City of Del Rio Engineering Department
City of Del Rio Streets and Drainage Department
City of Del Rio Fire Department
City of Del Rio Legal Department
City of Del Rio Police Department
American Electric Provider
Verizon Wireless
San Felipe Del Rio CISD

The department or entities will have 7 to 10 working days in which to review the application.

5. The application for abandonment will be discussed by city staff and affected utility companies at a meeting.
6. After this review, the Planning and Zoning Division will prepare a recommendation letter based on staff review.
7. Planning and Zoning Division will submit a notice to the Del Rio News Herald newspaper stating the date, time, and place of the public hearings before the City Planning and Zoning Commission and the City Council concerning the proposed abandonment. The notice must be published no later than 15 days before the Planning and Zoning Commission and the City Council meetings.
8. The Planning and Zoning Division will send notice of the public hearing regarding the proposed abandonment before the Planning and Zoning Commission and the City Council by regular mail to the applicant and all owners, as shown by the most recently approved municipal tax roll, of real property within 300 feet of the area requested to be abandoned.
9. A public hearing will be held concerning the proposed abandonment at the Planning and Zoning Commission's regularly scheduled monthly meeting. At the conclusion of the hearing, the Planning and Zoning Commission will make a recommendation to the City of Del Rio's City Council.
10. The Planning and Zoning Division will prepare the City Council agenda item for the proposed abandonment and submit the item to the City Manager's office. A copy of the agenda item, along with the requests for any draft quitclaim deeds, will also be submitted to the Legal Department for review.
11. A public hearing will be held concerning the proposed abandonment at the City Council's regularly scheduled meeting. At conclusion of the public hearing, the City Council will either approve or deny the ordinance for the abandonment request.
12. After the ordinance is approved, the Legal Department will prepare any quitclaims for signatures. The ordinance and quitclaim deeds will be routed for all of the necessary signatures. After all signatures have been obtained, the Legal Department will file the abandonment first and then the quitclaims in the Official Public Records of Val Verde County.



THE TIMEFRAME FOR ABANDONMENT CASES (FROM THE PRE-APPLICATION MEETING TO THE FINAL ORDINANCE APPROVAL) RANGES FROM 2 TO 3 MONTHS DEPENDING ON SCHEDULING OF THE LEGAL DEPARTMENT, THE CITY PLANNING AND ZONING COMMISSION, AND THE DEL RIO CITY COUNCIL MEETINGS.



**APPLICATION FOR ABANDONMENT OF
PUBLIC PROPERTY
City of Del Rio**

| <i>Official Use Only</i> | |
|---|---|
| Application No.: _____ City Planning and Zoning Commission Hearing: _____ | Date Received: _____ City Council Hearing Date: _____ |
| City Planning and Zoning Commission Recommendation: _____ _____ | City Action: _____ Ordinance No.: _____ |
| Fee Paid: _____ | |

To be completed by applicant

| | |
|---------------------|-----------------------------------|
| Applicant: _____ | Type of Property to be Abandoned: |
| Address: _____ | _____ Street Right-of-Way |
| City & State: _____ | _____ Alley |
| Telephone: _____ | _____ Easement |
| Signature: _____ | Location: _____ _____ |

This request must be accompanied by an application fee of \$200.00. A petition signed by each adjoining property owner within the block is required. Items to be submitted with the application include the following:

- a) A survey and field-note description by a Registered Professional Land Surveyor showing the extent of the area to be abandoned, and location of all utilities (i.e. water, sewer, electric, gas telephone, cable, etc.)
- b) The completed application attached
- c) Additional exhibits and field-note descriptions by the surveyor will be required to be submitted of the abandonment is granted and quitclaim deeds issued to multiple property owners.

Please state the reason for the abandonment request: _____



PETITION FOR ABANDONMENT OF PUBLIC PROPERTY

I, the undersigned owner of the property set forth by my name hereby join in and request the City of Del Rio to abandon the public property described (see attached survey and filed-note description). I also understand that the signing of this petition releases any and all rights to property ingress/egress access.

Name: _____
Address: _____

Legal Description: _____

Phone No.: _____
Signature: _____

Name: _____
Address: _____

Legal Description: _____

Phone No.: _____
Signature: _____

Name: _____
Address: _____

Legal Description: _____

Phone No.: _____
Signature: _____

Name: _____
Address: _____

Legal Description: _____

Phone No.: _____
Signature: _____

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Legal Description: _____

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Legal Description: _____

Phone No.: _____
Signature: _____