

### Street and/or Alley Abandonment Application

Chapter 22 – Streets, Sidewalks, and other public places, Article II Closing of Streets and Alleys

**Step 1:** Pre-Application meeting with City Staff Meeting Date: \_\_\_\_\_

Office Use Only Staff Initials _____
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**Step 2:** Complete the application below Application Date: \_\_\_\_\_  
Please print the following information:

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Applicant's Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Owner's Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

Engineer/Surveyors Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Engineer/Surveyors Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

Legal Description of Property: Lots: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_  
Zoning on Property: \_\_\_\_\_  
Purpose of Abandonment Application: \_\_\_\_\_

Office Use Only
<input type="checkbox"/>
<input type="checkbox"/>

The applicant will submit the following information with this application:

- A. All required documents on the reverse side of this application
- B. Application Fee:
 

Base:	\$235.00	<u>\$235.00</u>
GIS:	\$15.00	<u>\$ 15.00</u>
<b>Total:</b>	<b>\$250.00</b>	

(All checks payable to City of Marble Falls)

**Owner Statement (if applicant is not owner):**

I HEREBY CERTIFY THAT THE APPLICANT LISTED ABOVE IS AN AUTHORIZED AGENT FOR ME IN MATTERS PERTAINING TO FILING OF THIS STREET AND/OR ALLEY ABANDONMENT APPLICATION.

<b>Applicant's Signature</b>	<b>Owner's Signature (notarized)</b>	<b>Date</b>
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STATE OF TEXAS:  
COUNTY OF BURNET:

Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared \_\_\_\_\_, Owner, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and considerations therein expressed.

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

\_\_\_\_\_  
Notary Public in and for the State of Texas

\_\_\_\_\_  
My Commission Expires On:

**Street and/or Alley Abandonment Application Materials**

<u>Required*</u>	<u>Complete</u>	<u>NA</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Tax certificate showing legal owner</b> (with no taxes due)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Survey:</b> Ten (10) copies of abandonment and adjacent areas, 18"x24", One (1) copy at 11"x17, and One (1) copy at 8 ½" x 11" sealed by a licensed surveyor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Digital copy</b> of survey on CD or flash drive
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicant presentation to City Council
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appraisal: Applicant shall submit a letter requesting the City of Marble Falls appraise the area to be abandoned based on the tax values of adjacent properties. The applicant may elect to have an independent appraisal of the abandonment area conducted at his/her own expense. The submittal fee, appraisal, and associated costs are non-refundable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Digital Photographs: Photographs of the area to be abandoned in hardcopy and on CD. Photographs taken from all angles to include: <ol style="list-style-type: none"> <li>1. Abandonment area, with surveyor stakes visible in the photographs</li> <li>2. Adjacent improved streets</li> </ol>

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**Staff's Signature**

**Date**

\*Required items to be determined at Pre-Application meeting

Notes:

- State law and local ordinance require the City of Marble Falls abandon an entire street or alley to adjacent property owners with the subdivision for the street or alley abandoned.
- The City of Marble Falls requires the requesting party to pay the full value for the area of the street or alley being abandoned, prior to the abandonment area being placed on the City Council agenda.
- Abandoned area must be replatted within 9 months of Council approval of the abandonment