REAL ESTATE ABANDONMENTS

WHO SHOULD USE THIS:

A property owner whose property abuts a public right-of-way applying to the city for the abandonment of the abutting right-of-way. Fees will be charge in accordance with the City Code.

APPLICATION CHECKLIST:

☐ Letter from property owner(s) stating:
  ☐ Request for Abandonment
  ☐ Proposed use and intended purpose
  ☐ Jobs created by project, if applicable
  ☐ Start and end date of project, if applicable
  ☐ State any pending actions already with the city i.e. Zoning Cases, Submittal of Engineering plans and/or preliminary plat, if applicable
  ☐ Provide a SITE PLAN, if applicable

☐ Submit application fee and recording fee*

☐ Three sets of Survey Field Notes showing the proposed abandonment area. Use City of Dallas Survey Guidelines (SPRG Checklist). (Survey Field Notes must be signed in BLUE INK by a registered surveyor)

☐ Letter of consent and/or recorded deed of the property owner and any persons abutting the proposed abandonment area.

☐ Plat, conceptual drawings or map of the proposed abandonment area

☐ Traffic count, if required

PRIOR TO COUNCIL:
Before an Abandonment can be approved by Council, you must also:

★ Execute and provide Form 1295, if applicable
★ Execute an acceptance letter
★ Execute a no conflict of interest statement
★ Pay Abandonment fee
★ Pay back taxes and resolve code violations

Notes: ____________________________________________

*FIRST–TIME applicants are encouraged to meet with our office staff BEFORE submission of a NEW application.

TYPICAL STEPS

REQUEST THE ABANDONMENT (CHECKLIST)
STAFF PERFORMS ROUTING
STAFF DRAFT ORDINANCE
COUNCIL CONSIDERS
QUITCLAIM / CERTIFIED ORDINANCE

TYPICAL FEES

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Application Fee (nonrefundable)</td>
<td>$4,250</td>
</tr>
<tr>
<td>Recording Fee (Cashier Check or Money Order made payable to: “Dallas County”)</td>
<td>$50</td>
</tr>
<tr>
<td>Appraisal deposit if applicable</td>
<td>$2,500</td>
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<tr>
<td>Abandonment Fee:</td>
<td>$5,400 or appraised value, whichever is greater</td>
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<tr>
<td>Street, Alley and Storm Water Management areas</td>
<td></td>
</tr>
<tr>
<td>Utility Easement(s) dedicated at no cost to City</td>
<td>$5,400 plus $1,000 for each easement in excess of 5</td>
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<tr>
<td>Publication Fee</td>
<td>$20</td>
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Sustainable Development and Construction—Real Estate Division
320 East Jefferson Boulevard Suite 203, Dallas, Texas 75203 | 214-948-4100

City of Dallas

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