**WHO SHOULD USE THIS BROCHURE**: A property owner whose property abuts a public right-of-way applying to the City for the purchase or “abandonment” of the right-of-way. Fees charged in accordance with the Dallas City Code.

**PRIOR TO APPLYING FOR ABANDONMENT**, PLEASE SUBMIT **WATER/WASTEWATER PLANS** TO PDV ENGINEERING**, 320 E. JEFFERSON BLVD., ROOM 200 OR engadmin@dallas.gov. OBTAIN WRITTEN AUTHORIZATION FROM PDV-ENGINEERING TO PROCEED WITH ABANDONMENT REQUEST.**

***Typical Steps (Minimum 3 Months):***

***To Begin Process:***

[ ]  Submit request Letter from Applicant

* *Proposed use and intended purpose*
* *Number of jobs created by project*
* *Start and end date of project*
* *Name, address and email of representative, if applicable*

[ ]  Submit Fees

 Application Fee

 Appraisal Fee Deposit (if applicable)

 Recording Fee Deposit

[ ]  Three (3) sets of Survey Field Notes with

 SPRG Checklist**+**

[ ]  Ownership Deed for Applicant’s Property

 abutting proposed Abandonment Area

[ ]  Dedicatory Instrument (How proposed Abandonment

 Area was Dedicated to City)

[ ]  Letter of Consent from Non-Participating

 Abutting Owners, if applicable**+**

[ ]  Proposed Design, Conceptual Plan, Site Plan

 For Anticipated Project

[ ]  Additional Documents, as warranted

\*\*REROUTE REQUIRED ONE (1) YEAR FROM INITIAL ROUTING, ADDITIONAL FEES MAY BE WARRANTED

***Typical Fees:***

Fee Type **Amount**

Application Fee (Non-refundable) **$5,000.00**

Recording Fee Deposit **$ 75.00**

Appraisal Fee Deposit, *if applicable* **$2,500.00**

(Payable to *City of Dallas* by cashier’s check, personal / company check or money order)

Street, Alley, or Storm Water / Floodway Management Area

**Minimum $11,150.00 or**

 **Appraised Value, whichever is greater**

Utility Easement(s)

*(Dedicated at no cost to City)*

**$11,150.00 plus $1,000.00**

 **for each easement in excess of five (5)**

Ordinance Publication Fee **$20.00**

(Payable to *City of Dallas* by wire or cashier’s check)

***Prior to Council:***

***Before an Abandonment can be considered by Council, you must also:***

* Execute and provide Form 1295, if applicable
* Execute Acceptance Letter
* Execute a No Conflict of Interest Statement
* Pay Abandonment fee and any additional recording fees
* Resolve unpaid taxes and code violations

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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+Samples Available at Request