

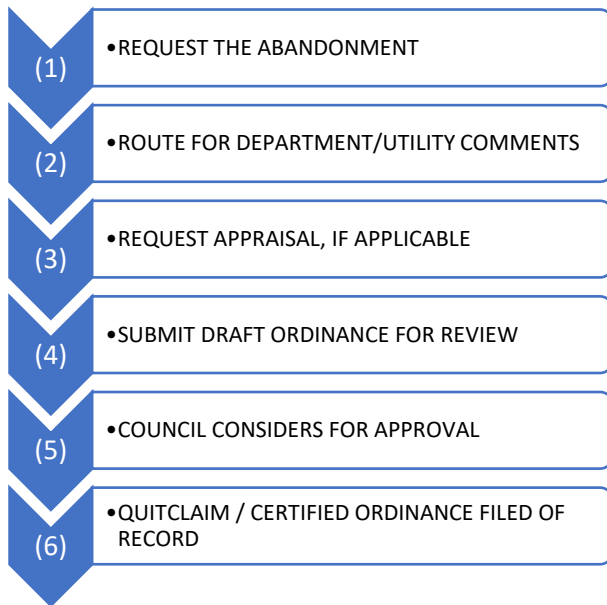
# REAL ESTATE ABANDONMENTS



**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 ENGINEERING PLANS TO PDV ENGINEERING, 320 E. JEFFERSON BLVD., ROOM 200 OR [engadmin@dallas.gov](mailto:engadmin@dallas.gov). OBTAIN WRITTEN AUTHORIZATION FROM PDV-ENGINEERING [(WATER/WASTEWATER) AND (PAVING AND DRAINAGE)] TO PROCEED WITH ABANDONMENT REQUEST.**

## Typical Steps (Minimum of 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, Due upon Request (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

## Typical Fees:

Fee Type	Amount
Application Fee (Non-refundable)	\$5,000.00

Recording Fee Deposit \$ 75.00

Appraisal Fee, *if applicable* [Fee collected when appraisal ordered]

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

Street, Alley, or Storm Water / Floodway Management Area

### Abandonment Processing Fee

**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**

(Abandonment/Processing fee 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 Processing fee and any additional recording fees
- Resolve unpaid taxes and code violations

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

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+Samples Available at Request

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

Department of Facilities and Real Estate Management

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acb/6.2.2025