

REAL ESTATE ABANDONMENTS

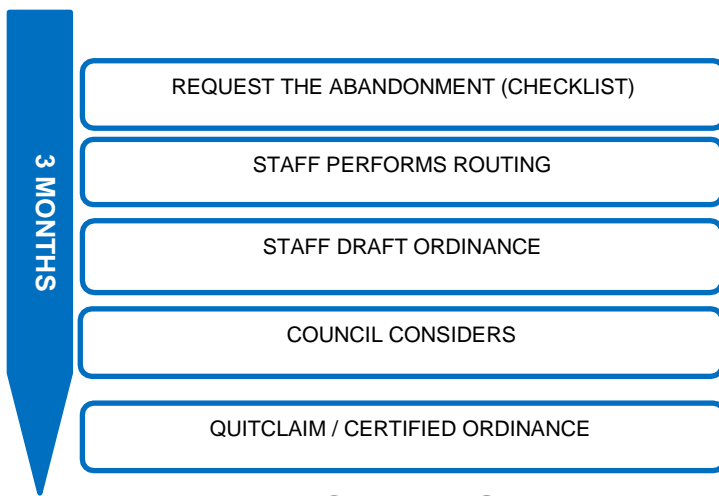
APPLICATION CHECKLIST:

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.

- Letter from property owner(s) written to Assistant Director of Real Estate, Department of Public Works, include owner name, E-mail (required), Phone# (required) and state the following:
 - 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

TYPICAL STEPS



TYPICAL FEES

Type	Fee
Application Fee (nonrefundable) made payable to: “City of Dallas”	\$4,595
Recording Fee (Cashier Check or Money Order made payable to: “City of Dallas”)	\$75
Appraisal deposit if applicable	\$2,500
Abandonment Fee: Street, Alley and Storm Water Management areas	\$7,800 or appraised value, whichever is greater
Utility Easement(s) dedicated at no cost to City	\$7,800 plus \$1,000 for each easement in excess of 5
Publication Fee	\$20

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
- ★ Resolve unpaid taxes and code violations

Notes: _____

