



APPLICATION TO PETITION ABANDONMENT OR VACATION OF EASEMENT

* **NOTE:** *Vacation by plat requires application through the City of Fort Worth [Development Services Department - Platting Section](#)*

Petitions for abandoning an easement requires approval by the various City departments and/or public utility companies with a vested interest in said easement. The City Manager or the City Manager's designee, upon review of the case, approves the vacation by signature. No replat by the applicant is required. The easement abandonment is then filed in the courthouse records by the Development Services Department.

The application to petition abandoning or vacating an easement must be submitted to the City of Fort Worth Development Services Department – Contract Management Office or your IPRC Project Manager with the following:

- 8-1/2" x11" Metes & bounds description of the easement to be vacated that is signed and sealed by a Registered Professional Land Surveyor
- 8-1/2" x 11" Exhibit map clearly depicting location and extent of easement to be vacated that is signed and sealed by a Registered Professional Land Surveyor (exhibit map must be legible)
- Copy of deed (or deeds) filed of record showing current ownership of affected property
- Copy of all plats filed of record including the original plat, any filed replats and the current plat must be provided to the City of Fort Worth's Water Department and Transportation and Public Works Department along with the application and exhibits. **If the easement was granted by separate instrument, a copy of the instrument must also be provided. All documents must be attached to the application when submitted to the Real Estate office.**
- Notarized consent letters** from current property owner and all parties (including adjacent owners) served by the easement to be abandoned or vacated – see Item 9
- Signed consent letters** from the various City departments and/or public utility companies with a vested interest in the easement to be abandoned or vacated – see Item 10
- **An application fee in the amount of \$787.50 will need to be paid prior to submittal acceptance.** Additionally, the applicant will be responsible for the County recording fees, which will be assessed at a later time.

**** Note:** You may use the included consent form letter to obtain the signatures from the current owner and/or all parties who are served by or have a vested interest in the easement to be abandoned or vacated; however, the signatures must be notarized. You may attach additional sheets for notarization purposes. If one (or more) of the parties hold the property in a Trust or has designated a Power of Attorney or Attorney in Fact, then a copy of the word Trust Document or Durable Power of Attorney must accompany the consent form.

The City of Fort Worth Land Agents may assign a value to the easement IF the City of Fort Worth has an interest in the easement. If the City of Fort Worth has no interest in the easement, no payment beyond the application fee will be required.

After receipt of the completed application and attachments, the City of Fort Worth Land Agents will obtain approval from City Attorney's Office and Development Services.

Upon receipt of the approved documents, the Land Agents will notify you and file the documents at the appropriate courthouse.

IF THIS APPLICATION IS NOT RELATED TO A NEW DEVELOPMENT PROJECT, PLEASE CALL 817-392-7590 AND SCHEDULE AN APPOINTMENT TO HAVE THE APPLICATION REVIEWED.

IF THIS APPLICATION IS RELATED TO A NEW DEVELOPMENT PROJECT, PLEASE COORDINATE WITH YOUR IPRC PROJECT MANAGER.

APPLICATION SUBMITTAL:

Upload the Initiation Form and the submittal package onto Accela Citizen Access:

<https://aca-prod.accela.com/CFW/Default.aspx>

NO APPLICATION WILL BE ACCEPTED UNTIL REVIEWED BY THE DEVELOPMENT LAND AGENT OR IPRC PROJECT MANAGER AND IS DEEMED COMPLETE.

Applicant Information:

Owner _____
Applicant Name _____ Phone Number (daytime) _____
Address _____ City _____ State _____ Zip _____
e-mail _____

Agent/Consultant Information

Firm _____ Phone Number _____
Representative Signature _____
Address _____ City _____ State _____ Zip _____
e-mail _____

1. Vacation / Abandonment Request:
- | | |
|---|---|
| <input type="checkbox"/> Drainage Easement | <input type="checkbox"/> Utility Easement |
| <input type="checkbox"/> Combined Drainage/Utility Easement | <input type="checkbox"/> Sewer Easement |
| <input type="checkbox"/> Water Main Easement | <input type="checkbox"/> Public Open Space Easement |
| <input type="checkbox"/> Public Access Easement (PAE) | <input type="checkbox"/> Right of Way (ROW) |
| <input type="checkbox"/> Other Easement: _____ | |

***For Public Access Easement (PAE) and Right of Way (ROW), please contact the Platting Section for further guidance and coordination at: Platbox2@fortworthtexas.gov**

Subdivision Name: _____

Affected Lots: _____ Block Number: _____

Address: _____

2. Length (feet) _____ Width (feet) _____ Variable Width _____ Total Area (square feet) _____

3. End Points: From _____ To _____

4. Method by which City originally acquired the easement

- Plat dedication/donation City purchase Obtained by prescription

5. Existing Physical Improvements within the easement

a. Surface or above grade:

- | | | |
|--|--|--|
| <input type="checkbox"/> None | <input type="checkbox"/> Paving | <input type="checkbox"/> Comm. Cable |
| <input type="checkbox"/> Telephone lines | <input type="checkbox"/> Electric lines | <input type="checkbox"/> Structures (describe) _____ |
| <input type="checkbox"/> Fences/walls | <input type="checkbox"/> Curb and gutter | <input type="checkbox"/> Other |

b. Underground/below grade:

- | | | | |
|--------------------------------------|------------------------------------|---|----------------------------------|
| <input type="checkbox"/> None | <input type="checkbox"/> Telephone | <input type="checkbox"/> Electric | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> Water | <input type="checkbox"/> Sewer | <input type="checkbox"/> Storm Drainage | |
| <input type="checkbox"/> Comm. Cable | <input type="checkbox"/> Gas | <input type="checkbox"/> Other: _____ | |

6. Purpose and/or proposed future use of the easement

- | | | |
|---|--|---|
| <input type="checkbox"/> Yard(s) | <input type="checkbox"/> Parking | <input type="checkbox"/> Replat with adjoining land |
| <input type="checkbox"/> Expand building area | <input type="checkbox"/> Describe: _____ | |

7. Related (pending) development applications (indicate title/case number)

IPRC No.: _____ CPN No.: _____

Zoning: _____ Board of Adjustment: _____

Subdivision: _____ Building Permit: _____

Community facilities or URD: _____ Other: _____

8. Zoning classification of adjoining properties: _____

9. Signatures of Current Owner and Adjoining Property Owner(s)

Notarized signatures of **all** owners of properties that adjoin and/or are served by the easement to be vacated **must** be included with this application. List owners below and include an adequate legal description of said properties (attach additional sheet if necessary). Notarized signatures provided in the form of consent letters** are acceptable and should be attached.

** **Note:** You may use the included consent form letter to obtain the signatures from the parties shown below; however, the signatures must be notarized. You may attach additional sheets for notarization purposes. If one (or more) of the parties hold the property in a Trust or has designated a Power of Attorney or Attorney in Fact, then a copy of the Trust Document or Durable Power of Attorney must accompany the consent form.

Legal Description:

10. Required consent letters from City of Fort Worth and/or affected franchise utilities **must** be Submitted with this Application

The **consent forms** with the attached Exhibits must be signed by ALL of the parties with an interest in the easement to be abandoned, which may include:

- o City of Fort Worth Water Department
- o City of Fort Worth Transportation and Public Works Department
- o City of Fort Worth Environmental Services Department
- o Oncor Electric Delivery Company
- o Atmos Energy (Notary not required for Atmos Energy only)
- o AT&T
- o the local cable company
- o Tarrant County Health Department ETJ **and** Tarrant County Engineering ETJ if the property is located in the extraterritorial jurisdiction
- o any others listed on the exhibit

For Water or Sewer Easements, consent forms are needed from the Water Department and Environmental Services Department

For Drainage or Public Open Space Easements, consent forms are needed from the Transportation & Public Works Department and Environmental Services Department

For Utility Easements, consent forms are needed from all of the City Departments and utilities listed above

Contact Information for City Departments and utility companies can be found on the following page

Easement Abandonment Contact Information

**City of Fort Worth
Development Services Department
Infrastructure Division**
Leon Wilson, Jr.
100 Fort Worth Trl, Fort Worth, TX 76102
(817) 392-6591
tds@fortworthtexas.gov

City of Fort Worth Water Department

Development Services Water Section
100 Fort Worth Trl, Fort Worth, TX 76102
DSWS@fortworthtexas.gov

David Pelletier
100 Fort Worth Trl, Fort Worth, TX 76102
(817) 392-8055
David.Pelletier@fortworthtexas.gov

**City of Fort Worth
Environmental Services Department**
Samuel Barrett
100 Fort Worth Trl, Fort Worth, TX 76102
(817) 392-8592
Samuel.Barrett@fortworthtexas.gov

Charter Spectrum
Jesse Acevedo
Business Development Specialist
1565 Chenault Street, Dallas, TX 75228
(469) 595-3004
Jesse.acevedo@charter.com

Charter Spectrum
John Janusik
1776 N Greenville Ave, Richardson, TX 75081
(214) 319-4904
John.janusik@charter.com

Oncor Electric Delivery Company
Ally M. Betancur / Derek VandeVander
Right of Way Analyst
Oncor Electric Delivery Company LLC
Distributing Engineering
777 Main Street, Suite 707
Fort Worth, TX 76102
(817) 215-5301
Allysa.betancur@oncor.com
Office email: Propertymgmtrequest@oncor.com

Atmos Energy
Bobby Oney
North Fort Worth
585 Westport Parkway, Fort Worth, TX 76177
(817) 207-2838
Bobby.Oney@atmosenergy.com

Jason Gilson
South Fort Worth
901 Alta Mesa Blvd., Fort Worth, TX 76134
(817) 207-2237
Timothy.Gilson@atmosenergy.com

AT&T
Michael Smoot
AT&T Construction & Engineering
13845 FAA Boulevard, Fort Worth, TX 76155
(817) 223-2245
Ms1345@att.com

Summary Table of Required Easement Abandonment Consent Letters by Easement Type

Easement Type	City of Fort Worth Department			Franchise Utility Companies			
	Transportation & Public Works	Water	Environmental Services	AT&T	Charter Communications	Oncor Electric Delivery	Atmos Energy
Utility	✓	✓	✓	✓	✓	✓	✓
Public Open	✓		✓				
Space (P.O.S.E.)	✓		✓				
Drainage	✓	✓	✓				
Water		✓	✓				
Sewer		✓	✓				

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***** NOTE: The Electric, Natural Gas, Telephone or Cable provider for your area may not be listed above. It is the applicant's responsibility to find the name of their local utilities and obtain the correct signature on the consent form. The Vacation / Abandonment is good only for those utilities that have notarized consent forms attached to the Vacation / Abandonment instrument.**

If you have any questions, please contact:
Dev_Easements@FORTWORTHTEXAS.GOV

**City of Fort Worth Departmental and/or
Franchise Utility Easement Vacation /
Abandonment Consent Letter**

The City of Fort Worth, _____ (*Department/Division*) acting by and through _____ (*Name*), its duly authorized _____ (*Title*) has reviewed the attached **Exhibit "A"** and has no objections to the vacation/abandonment of the _____ square foot _____ (*type*) easement shown on the attached **Exhibit "A"** and located in Lot(s) _____, Block(s) _____, _____ (*Addition*), an Addition to the City of Fort Worth, such easement recorded by Instrument No. _____, in the Tarrant County Official Public Records.

Signature: _____

Date: _____