



CITY OF BAYTOWN

City Clerk's Office
2401 Market Street Baytown, Texas 77520
Phone: (281) 420-6504 Fax: (281) 420-5891
Web: www.baytown.org

FOR OFFICE USE ONLY

Date Received: _____

Date Processed: _____

PETITION FOR ABANDONMENT OF STREET, ALLEY, PUBLIC WAY, EASEMENT OR PORTION THEREOF Fee: \$300.00

Applicant Information

- 1) Full Name of Applicant: _____
Name of Company if Applicable: _____
- 2) Mailing Address: _____
City: _____ State: _____ Zip: _____
- 3) Primary Phone: _____ Secondary Phone: _____
- 4) Email Address: _____

Affidavit

I, the above noted applicant hereby state that the facts set out in the foregoing petition are true and correct.

Signed this the _____ day of _____, _____.

Signature

Printed Name / Title

THE STATE OF TEXAS §
§
COUNTY OF HARRIS §

BEFORE ME, the undersigned authority, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this _____ day of _____, _____.

Notary Public * State of Texas

PETITION

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

PETITION FOR ABANDONMENT OF STREET, ALLEY, PUBLIC WAY, EASEMENT OR PORTION THEREOF

WE THE, THE UNDERSIGNED PROPERTY OWNERS ALONG _____

_____ **IN BAYTOWN, TEXAS, RESPECTFULLY REQUEST THAT THE CITY COUNCIL OF THE CITY OF BAYTOWN ABANDON THE FOLLOWING (DESCRIPTION OF THE STREET, ALLEY, PUBLIC WAY OR EASEMENT):** _____

Please attach the metes and bounds of the area to be abandoned (certified by a surveyor), and the appraisal of said property. You may also attach a map and/or plat of the area as deemed appropriate to the application

PROPERTY OWNERS (all property owners participating in the petition for abandonment must be listed below, along with their signature):

1.) Full Name of Owner: _____
Owner Address: _____
City: _____ State: _____ Zip: _____
SIGNATURE: _____

2.) Full Name of Owner: _____
Owner Address: _____
City: _____ State: _____ Zip: _____
SIGNATURE: _____

3.) Full Name of Owner: _____
Owner Address: _____
City: _____ State: _____ Zip: _____
SIGNATURE: _____

4.) Full Name of Owner: _____
Owner Address: _____
City: _____ State: _____ Zip: _____
SIGNATURE: _____

You may attach more property owner sheets to this application as needed.

PROPERTY OWNERS ABUTTING THE STREET, ALLEY, PUBLIC WAY, EASEMENT OR PORTION THEREOF (list the names and last known addresses of all individuals who own property along said street, alley, public way, easement, or portion thereof):

- 1.) Full Name: _____
Last Known Address: _____
City: _____ State: _____ Zip: _____

- 2.) Full Name: _____
Last Known Address: _____
City: _____ State: _____ Zip: _____

- 3.) Full Name: _____
Last Known Address: _____
City: _____ State: _____ Zip: _____

- 4.) Full Name: _____
Last Known Address: _____
City: _____ State: _____ Zip: _____

- 5.) Full Name: _____
Last Known Address: _____
City: _____ State: _____ Zip: _____

- 6.) Full Name: _____
Last Known Address: _____
City: _____ State: _____ Zip: _____

- 7.) Full Name: _____
Last Known Address: _____
City: _____ State: _____ Zip: _____

You may attach more owners and their last previous address to this application as needed.

8.) Are all of the owners abutting the street, alley, public way, easement or portion thereof in question joined in this petition? Yes No

9.) If NO, please attach a statement showing the reason for the nonparticipation of those property owners that did not sign or you may use the area provided below:

Information for a Petition to Abandon a Portion of a Street, Alley, Public Way, Easement or Portion Thereof

1.) Is this petition only for a portion of a through street, alley, public way or easement that is open to public access from either direction, which is to be abandoned, altered, closed or vacated? Yes No

2.) If YES, then the petitioner is required to provide a list of the names and last known address of all abutting owners both for the portion to be closed and for that portion which is to remain open in either direction up to the next intersection with another street, alley, or public way. If needed, please list said individuals below:

NAMES OF PROPERTY OWNERS IMPACTED BY PARTIAL ABANDONMENT:

1.) Full Name: _____
Last Known Address: _____
City: _____ State: _____ Zip: _____

2.) Full Name: _____
Last Known Address: _____
City: _____ State: _____ Zip: _____

3.) Full Name: _____
Last Known Address: _____
City: _____ State: _____ Zip: _____

4.) Full Name: _____
Last Known Address: _____
City: _____ State: _____ Zip: _____

Procedures for Abandonment

1. File the completed petition with the associated \$300.00 fee with the City Clerk. You may mail or deliver the original application to: City of Baytown, City Clerk, 2401 Market Street, Baytown, TX 77520. Please note that the City Clerk's Office accepts only cash or checks for payment.
2. Please ensure that all parts of the application are completed, including the certified metes and bounds of the of the street, alley, public way, easement or portion thereof to be abandoned. Additionally, the Petitioner/Applicant must submit at least one fair market value appraisal for the property being proposed for abandonment. The city will use said appraisal to determine the fair market value of the property. The Petitioner/Applicant must pay fair market value in order for the property to be abandoned.
3. Petitioner/Applicant is responsible for listing all abutting property owners with their mailing addresses; said information can be obtained from the tax rolls.
4. Prior to filing the Petition, it is the responsibility of the Petitioner/Applicant to notify the various utility companies; namely CenterPoint-Energy (electricity), CenterPoint-Entex (gas), Verizon Southwest and Cable Provider (Comcast). The Release Form is attached to this Application. Please note that is the responsibility of the Petitioner/Applicant to file with the City Clerk such consents and release forms simultaneously with the filing of the petition.
5. Please contact the following companies for more information regarding their abandonment processes:

CenterPoint (Gas and Electric)
Surveying & ROW
Attn: Crystal Shrader
1111 Louisiana, 7th Floor
Houston, Texas 77002
lrow@centerpointenergy.com
(713) 207-0430

Frontier Communications
Network Engineering & Technology
Attn: Darrin Albrecht
2611 45th St.
Dickinson, Texas 77539
darrin.l.albrecht@ftr.com
(281) 338-2221

Comcast
Attn: Geraldine Medina-Schultz
Planning and Design - Construction Coordinator
8590 W. Tidwell Rd.
Houston, Texas 77040
design_support@comcast.com
713-637-5289

6. If there are no objections by the utility companies and/or city staff, the City Clerk will place the Petition for Abandonment on the agenda for the next City Council meeting.
7. The City Clerk will notify all parties as listed on the Petition, of the date, time and place of council meeting wherein the Petition for Abandonment will be considered.

Should you have any questions, feel free to contact the City Clerk's Office, Phone: (281) 420-6504,

Reference Baytown Code of Ordinances Article VII, §2-766, 2-767, 2-768.

Release Form

THE STATE OF TEXAS §

COUNTY OF HARRIS §

RELEASE

I, _____, the undersigned owner of real property abutting the below described street, alley, or other public way or a portion thereof hereby agree and consent that said property should be abandoned, closed, or vacated by the City of Baytown as requested in petition for abandonment filed by abutting owners of said property.

The street, alley, or other public way or a portion thereof requested to be abandoned, closed, or vacated is described as follows:

Signed this the _____ day of _____, _____.

THE STATE OF TEXAS §
COUNTY OF HARRIS §

BEFORE ME, the undersigned authority, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this _____ day of _____, _____.

Notary Public * State of Texas