



# Easement Closure Application

Date: \_\_\_\_\_

## Property Information

Owner/Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

Has there been a Variance requested (yes or no)? Y  N

## Point of Contact

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Easement Information

Type: \_\_\_\_\_

Existing Utilities: Yes \_\_\_ No \_\_\_

Easement Width: \_\_\_\_\_

Acreage: \_\_\_\_\_

Easement Length: \_\_\_\_\_

Square Feet: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: A \$530 non-refundable application processing fee is required along with the required documents before the application will be processed. Also, payment of the required recording fees must be accomplished prior to the document being recorded with County Clerk's Office.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Title

Submit the Application to: [contractsandagreements@cctexas.com](mailto:contractsandagreements@cctexas.com)

Mail to: City of Corpus Christi Land Development Services

2406 Leopard St. Suite 100

Corpus Christi, Texas 78408

CITY OF CORPUS CHRISTI  
DEPARTMENT OF DEVELOPMENT SERVICES

## **PROCEDURES FOR EASEMENT CLOSURE**

**Owner of the property must submit a request for closure in writing (in letter form) along with a copy of the Deed Record for the property in question, as filed at the County Courthouse (showing Property Ownership), and address the following items and/or submit copies of same. In addition, a \$530 non-refundable processing fee, must be submitted (Revised 7-24-07, Ordinance No. 027349) to the Development Services Department to cover the cost of processing the easement requests.** Applicant should be aware that it will be a condition of the closure that all grants of easement closures be recorded in the real property Map Records of Nueces County, Texas, and that associated costs pertaining to that action, are to be paid by the applicant separately to Nueces County.

- (1) **If agent makes request, agent must state that he represents the owner of the property and provide a copy of the Deed Record (showing Property Ownership) for the property in question, as filed at the County Courthouse.**
- (2) State in the letter submitted the reason for the closure request.
- (3) Since the application fee is not refundable, checking with all City utilities, i.e., Water, Wastewater, Storm Water, and Gas Divisions; as well as private franchised utilities (Electric Companies, Telephone Companies, and Cable Companies) is recommended prior to submittal.
- (4) Submit a metes and bounds description with parcel map (Letter Size, 8½" x 11") done by a Registered Surveyor, of the easement(s) to be closed. Description is to include existing easement(s) and the proposed portion of easement to be closed. **NO HOUSE TIES WILL BE ACCEPTED**
- (5) Submit an exhibit (drawing) of the lot showing a survey of the easement(s) RIGHT-OF-WAY within the lot and a LOCATION MAP, showing at least two (2) major city streets. (Letter Size, 8½" x 11")
- (6) The request is routinely distributed to all utilities, public and franchised for comment and identification of any requirements and/or relocation costs. In the interest of expediting the request, applicant may contact the utilities and secure comments and/or requirements in writing and submit such to this office by fax. (FAX: 361-826-4310).
- (7) **Applicant is responsible for paying all utility relocation costs.** If public utility lines, i.e. water, wastewater or storm sewer are required to be adjusted or relocated, construction plans (submitted by a professional Engineer) are required to be submitted for review and approval by the Development Services/Special Services Department.
- (8) Dedications of new utility easements are to be submitted for review, acceptance, and recordation when applicable.
- (9) **Easement closure is subject to Council approval. Time period for approval of the ordinance is approximately eight to ten (8-10) weeks.** (City Council does not meet on the first Tuesday of the month.)
- (10) Upon City Council approval, and an Ordinance issued, all grants of easement closures must be recorded in the real property Map Records of Nueces County, Texas, in which the property is located. Prior to Building Permit approval of construction, an up-to-date survey, abstracted for all easements and items of record, must be submitted to the Director of Development Services.
- (11) **Applicant/Property Owner, is responsible for paying filing and recording fees of all grants of public right-of-way closures to be recorded in the real property Map Records of Nueces County, Texas.**

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