



Easement Encroachment License 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

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 AN EASEMENT ENCROACHMENT LICENSE

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) Upon of the easement encroachment license, the license must be recorded in the real property Map Records of Nueces County, Texas, in which the property is located.

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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Corpus Christi, Texas 78408