



Easement Vacation

*Copies of this and other Development Packet Chapters are available online at:
www.roundrocktexas.gov/landdevelopment*

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**Planning and Development Services Department
City of Round Rock, Texas**

Effective January 2012

Release of Easement

This section of the Development Packet consists of information and required forms for requesting the release of an easement.

The purpose of a release or abandonment of an easement is to nullify and void all or a portion of a public easement, including but not limited to a public utility easement, drainage easement, conservation easement, public access easement, or combination public easement. This also includes right-of-way dedications, and includes easements established by a previously recorded plat or by separate instrument document. A release of easement may be initiated by the respective lot owner, owners or by the City.

Easements between two or more private parties cannot be released by the City.

Release of Easement Process

Release of an easement is a power granted to the City Manager and does not require consideration or approval by the Planning and Zoning Commission. Consequently, an application for the release of an easement may be submitted at any time.

The Applicant must secure approval of the easement release request from all appropriate entities and/or utility service providers, including the Utility and Environmental Services Director, prior to submitting the application.

Depending on the scope or complexity of the area to be released, either the City of Round Rock or private utility providers may require field notes and a survey sketch prepared by a Registered Licensed Professional Surveyor.

After all the required materials have been submitted to Planning and Development Services (PDS) for review, and PDS has issued its final approval, the application is forwarded to the City's Attorney's Office to draft the easement release document. That release document is then executed by the City Manager and recorded in the Official Public Records.

The easement shall be considered released only after the vacation instrument declaring the easement released has been signed by the City Manager and has been recorded in the Official Public Records of Williamson or Travis County. PDS staff will notify the Applicant and various city departments of the easement release. To the extent appropriate, PDS staff will work with other departments if the easement release is tied to a pending development permit.

*** * * IMPORTANT: A release application may take 30 calendar days from the date of submittal to PDS to the recordation of the release document. * * ***

City of Round Rock Development Contacts

Planning and Development Services Department (PDS)

301 W. Bagdad, Suite 210, Round Rock, Texas 78664 Ph: 512-218-5428 Fax: 512-218-3286

Peter Wysocki, AICP, Director of PDS 512-218-5418 pwysocki@round-rock.tx.us

Application Requirements, Review and Approval Process, Easement Dedications and Vacations, Parkland and Right-of-Way Donations by Deed

Lee Heckman, AICP, Principal Planner 512-671-2727 lheckman@round-rock.tx.us
Ashley Lumpkin, AICP, Planner 512-218-5429 alumpkin@round-rock.tx.us
Diane Buck, Planner Tech II 512-341-3166 dbuck@round-rock.tx.us

Forestry and Zoning Compliance

Taylor Horton, AICP, Senior Planner 512-341-3175 thorton@round-rock.tx.us
Kamie Fitzgerald, Planner Tech II 512-671-2702 kfitzgerald@round-rock.tx.us

Floodplain & Drainage Requirements, Utilities, and Subdivision Improvements

Aneil Naik, Engineering Associate IV 512-671-2753 anaik@round-rock.tx.us
Laton Carr, PE, Engineer 512-218-3238 lcarr@round-rock.tx.us
Ryan Beardmore, Storm Water Specialist 512-671-2752 beardmore@round-rock.tx.us

Fiscal Posting and Construction Plan Close Out

Mianne Haley, Development Technician 512-218-7045 mhaley@round-rock.tx.us

Transportation Department

2008 Enterprise Drive, Round Rock, Texas, 78664 Ph: 512-218-5562 Fax: 512-218-3242

Transportation Requirements

John Dean, Transportation Planner 512-218-6617 idean@round-rock.tx.us

Parks and Recreation Department

301 W. Bagdad, Suite 250, Round Rock, Texas 78664 Ph: 512-218-5540 Fax: 512-218-5548

Parkland Dedication, Trails, and Forestry in Existing Subdivision

David Buzzell, Parks Development Manager 512-341-3345 dbuzzell@round-rock.tx.us
Emsud Horozovic, Forestry Manager 512-341-3350 ehorozovic@round-rock.tx.us

Fire Department

203 Commerce Blvd., Round Rock, Texas 78664, Ph: 512- 218-5590; Fax: 512-218-5594

Fire Safety in Subdivision Design

Captain Mark Selby, Fire Marshall 512-218-6633 selby@round-rock.tx.us

Utility and Environmental Services Department

2008 Enterprise Drive, Round Rock, Texas 78664 Ph: 512-218-5556 Fax: 512-218-5563

Utility Planning and As-Built Plans

Michael Thane, Director 512-218-3236 mthane@round-rock.tx.us
Terrell Wilkey, Water Distribution Analyst 512-341-3145 twilkey@round-rock.tx.us
Jimmy Vrabel, Engineering Technician II 512-218-6604 jvrabel@round-rock.tx.us
Ryan Beardmore, Storm Water Specialist 512-671-2752 rbeardmore@round-rock.tx.us

Utility Service Provider Contacts

NOTE: Contact information is provided as a courtesy only and is subject to change

AT&T

817 W. North Loop

Room 200

Austin, TX 78756

Fax: 512-870-4475

Louis Salm

512-870-4967

Norma Chalmers

512-870-4949

TXU Electric

TXU Electric Delivery

Round Rock District

Fax: 512-244-5689

Craig Weathersbee

Ph. 512-244-5661

ATMOS Energy

ATMOS Energy, Round Rock District

Fax: 512-310-3819

Martin Perez

Ph: 512-310-3850

Pedernales Electric Cooperative

Fax: 512-257-2643

Mike Collins

Ph. 512-219-2602 x7420

Time Warner Cable

Jeff Broeaux

Ph. 512-485-6357

Release of Easement Application Requirements

- Please note that Applications may be submitted in person by the applicant or applicant’s agent, and may be sent via postal mail.
- Please note that the application will not be forwarded for action unless all application requirements have been met.

The Applicant shall submit an application that contains all of the following:

1. ____ Completed **Project Information Sheet** (included in this packet).
2. ____ Completed **Project Application** (included in this packet).
3. ____ **Signed Owner(s) Letter** - 1 copy of a signed letter from the owner(s) of the property encumbered by the easement to the Director of Planning and Development Services containing an explanation of the purpose of the release request;
4. ____ A copy of the **owner’s deed** to verify proof of ownership (unofficial copy is acceptable);
5. ____ A **survey sketch and metes and bounds description** of the easement or portion of the easement to be released, including the lot description and orientation to the nearest lot line;
6. ____ A copy of the **recorded Plat** showing the area to be released and relevant plat notes, if any (unofficial copy is acceptable) **OR** official copy of the separate easement document that dedicated the easement;
7. ____ **Signed release form(s) from each** appropriate public or private utility service provider including: AT&T, ATMOS Energy, Oncor, Utility and Environmental Services Department, Pedernales Electric Cooperative (if applicable), and Time Warner Cable (see attached Request for Easement Release Template).
8. ____ In addition, AT&T requires a unique release form (see attached). Other Utility providers may have different forms (see Utility Service Contacts in this Chapter).
9. ____ **Payment of fees:** In accordance with the fee schedule adopted by City Council. (See the Reference section of this packet for details). Checks shall be made payable to the City of Round Rock and are based on the following:

Application Fee:	\$200.00
Legal Fee:	\$100.00
<hr/>	
TOTAL:	\$300.00

10. ____ 1 CD containing **Digital Field Notes and Sketch** matching the original paper field notes. Provide versions in the following formats:
Adobe Acrobat Reader (.pdf)
AutoCad (.dwg)

Note: Files shall be georeferenced to the State Plane Grid Coordinate System – Texas Central Zone (4203) or contain a minimum of two (2) survey points referenced to the City of Round Rock Control Network, State Plane or Latitude/Longitude. The file shall be in US feet and shall include rotation information and scale factor required to reduce surface coordinates to grid coordinates in US feet.



Project Application (Page 1 of 2)

City of Round Rock · Planning & Development Services Department
301 Bagdad Ave. #210, Round Rock, TX 78664 · 512-218-5428

A. Project Information

Project Name: _____

Project Address: _____

Tax ID number(s): _____

Application Type

- | | | | |
|-------------------------------------|---|---------------------------------------|---|
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Concept Plan | <input type="checkbox"/> Minor Plat | <input type="checkbox"/> Vacation (<u>circle one</u> : plat, |
| <input type="checkbox"/> Zoning | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Replat | easement or building line) |
| <input type="checkbox"/> PUD | <input type="checkbox"/> Final Plat | <input type="checkbox"/> Amended Plat | <input type="checkbox"/> Donation |

Revision of Approved Plan/Plat? Y N Name: _____

Jurisdiction: City Limits ETJ Total Acres: _____ No. of Lots: _____

Original Survey & Abstract No.: _____

Legal Description: _____

Current Zoning: _____ Proposed Zoning: _____

Location: _____

Proposed Use(s): _____

Applicant's Signature

Applicant's role: Owner Developer Other: _____

I hereby Certify that the information supplied with this application is true and correct, and that the paper and electronic copies of the materials submitted are consistent with each other, to the best of my knowledge.

Signature: _____

Printed Name: _____ Date: _____

Please Complete Page 2

Staff Use Only Application No: _____ Date: _____



Project Application (Page 2 of 2)

City of Round Rock · Planning & Development Services Department
301 W. Bagdad Ave. #210, Round Rock, TX 78664 · 512-218-5428

B. Contact Information

I. Property Owner

Firm Name (if applicable): _____

Owner Name(s): _____

Address: _____

Phone: _____ Fax: _____ Email: _____

II. Owner's Agent/Engineer (main contact person responsible for application)

Role: Engineer Agent Other: _____

Firm Name (if applicable): _____

Address: _____

Primary Contact Name: _____

Phone: _____ Fax: _____ Email: _____

Secondary Contact Name: _____

Phone: _____ Fax: _____ Email: _____

III. Developer

Firm Name (if applicable): _____

Owner Name(s): _____

Address: _____

Phone: _____ Fax: _____ Email: _____

IV. Developer's Agent/Engineer (main contact person responsible for application)

Role: Engineer Agent Other: _____

Firm Name (if applicable): _____

Address: _____

Primary Contact Name: _____

Phone: _____ Fax: _____ Email: _____

Secondary Contact Name: _____

Phone: _____ Fax: _____ Email: _____

TEMPLATE: Request for Easement Release

*Return Completed and Signed Form to the
CORR Planning and Development Services Department
301 W. Bagdad Ave., Suite 210, Round Rock, Texas 78664*

Date

City Manager
City of Round Rock, Texas
221 E. Main Street
Round Rock, Texas 78664

Re: Proposed release of a _____ foot *Public Utility Easement (Drainage, Water or Wastewater Line Easement)* **OR** (partial release of ___ feet of a _____ foot wide...easement) along the (N/S/E/W/etc.) line of Lot _____, Block _____ (*Subdivision Name*) otherwise known as *address*. (See attached exhibit)

Dear City Manager:

The purpose of this request is to release the above described easement or portion thereof to _____ (*for what purpose*). After a thorough examination the respective suppliers of utility service have no objection to this proposal and have indicated their agreement by signing below. Thank you for considering this request.

Sincerely,

Applicant
(*Phone Number*)

I have reviewed the above proposal for utility service purposes, and I have no objections.

Name Phone
Oncor
Round Rock District

Name Phone
AT&T (formerly SBC)

Name Phone
ATMOS Energy
Round Rock District

Name Phone
Time Warner Cable

Michael Thane, P.E. 512-218-3236
Utility & Environmental Services Director
City of Round Rock

Peter Wysocki, AICP 512-218-5418
PDS Director
City of Round Rock

TEMPLATE: Application for Easement Release from AT&T

Attach survey plat of property showing easement(s), and legal description with the volume and page or the document # from recording of the property deed in County Records.

This form to be sent **with attachments** to
AT&T Texas, 817 W. North Loop, Room 200, Austin, Texas 78756
Attn: Louis Salm Ph. 512- 870-4967, Fax 512-870-4475
Norma Chalmers Ph. 512-870-4949 Fax 512-870-4475

Application is hereby made for the release of the following easement(s) as described below:

The easement(s) is on property legally described as:

Subdivision / Section: _____

Lot and Block No: _____

Deed book volume/page or Document #: _____

Street Address: _____

Provide common description of the easement requested for release, indicating the amount of the easement to be released (provide a survey of the property with the easements to be released highlighted)

Property Owner Contact Information

(For multiple owners, please provide this information for each owner on an additional sheet.)

Name: _____

Address: _____

Phone: _____ Email: _____

Applicant/Agent's Contact Information

Name: _____

Address: _____

Phone: _____ Email: _____

Applicant Signature

The undersigned Owner/Applicant/Agent understands that the processing of this Easement Release Application will be handled in accordance with the Procedure for Requesting Release of Easements established by each utility company.

Signature: _____ Date: _____