



# Subdivision and Site Development Easement Release

## Application Information & Procedures

### **Contents:**

Easement Release Process  
Required Submittals  
Application Information Sheet  
Additional Information  
Landowner's Easement Release Request Letter  
Utility Service Provider Contacts  
Sample Survey  
Charter release form  
AT&T release form

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**Planning and Development Services Department**  
**City of Round Rock, Texas**  
*Updated January 18, 2019*

# Easement Release / Vacation

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This section of the development packet consists of information and required forms for requesting the release (or vacation) of an easement. The Round Rock Subdivision Ordinance allows a landowner to request the vacation (or partial vacation) of an easement established by a plat or a separate easement.

The purpose of an easement release is to void all or a portion of an easement. This includes easements established by a previously recorded plat or by a recorded separate-instrument easement dedication. A release of easement may be initiated by the respective lot owner(s), or by the easement beneficiary(s). Release will require consent from all stakeholders, i.e. all of those who currently enjoy the rights of the easement.

## Easement Release Process

Release of an easement is a power granted to the City Manager in the City charter and does not require action by the Planning and Zoning Commission or City Council. An application for the release of an easement may be submitted directly to the Planning and Development Services Department (PDS) at any time.

**The Applicant must secure approval of the easement release request from all appropriate entities and/or utility service providers prior to submitting the application.** Staff will obtain the signatures of the Utility and Environmental Services Director and the PDS Director once the application package has been submitted to PDS.

After all the required materials have been submitted to PDS for review, and PDS has issued its final approval, the application is forwarded to the City Attorney's office to draft the easement release document. The easement release is then put in a queue to be executed by the City Manager and to be recorded by City staff in the Official Public Record of the applicable county. A copy of the recorded release document will be sent to the applicant once it is recorded.

The easement is considered released only after the easement release document has been signed by the City Manager and recorded in the Official Public Records of Williamson and/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: The easement release process may take 30 calendar days or more from the date of submittal to the recordation of the release document so please plan accordingly.**

# Required Submittals

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- Applications may be submitted in person by the applicant or applicant’s agent, sent via mail, or sent by courier.
- Incomplete applications will be returned to the applicant.

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

- \_\_\_\_ 1. Completed Project Information Sheet.
- \_\_\_\_ 2. Signed Landowner’s Letter - 1 copy of a signed letter from the owner(s) of the property encumbered by the easement. Original signature is required.
- \_\_\_\_ 3. A copy of the owner’s deed to verify proof of ownership (an unofficial copy is acceptable);
- \_\_\_\_ 4. A copy of the recorded Plat showing the area to be released and relevant plat notes, if any (unofficial copy is acceptable) OR an official copy of the separate easement document that dedicated the easement;
- \_\_\_\_ 5. For a full release:
  - A description of the easement to be released, including the lot description and orientation to the nearest lot line;
  - A sketch of the lot, and the easement to be released. Show the entire lot on the sketch.
- \_\_\_\_ 6. For a partial release:
  - A survey sketch with a metes-and-bounds description of the portion of the easement to be released, including the lot description and orientation to the nearest lot line. Show the entire lot on the survey sketch;
  - One CD containing PDF files of the field notes (metes-and-bounds description) and the survey sketch.
- \_\_\_\_ 7. Signed release form(s) from utility service providers, as applicable. **Original signatures are required.**
  - ATMOS Energy-Round Rock District
  - Oncor Electric Delivery-Round Rock District
  - Pedernales Electric Cooperative
  - Charter (formerly Time Warner Cable) requires a unique release form (see attached).
  - AT&T (formerly SBC) Texas requires a unique release form (see attached).
- \_\_\_\_ 8. Payment of fees. In accordance with the fee schedule adopted by City Council. Checks are to be made payable to the City of Round Rock.

Application Fee:	\$250
Legal Fee:	<u>\$50</u>
TOTAL	\$300



# Easement Release

## Application Information Sheet

Submit to Planning & Development Services Department (PDS)  
301 W. Bagdad, Ste. 210 | Round Rock, Tx 78664 | 512-218-5428

**Subdivision Name:** \_\_\_\_\_

**Original Easement Record Information** Cabinet/Slide or Document #: \_\_\_\_\_

### Property & Legal Description

Tax Appraisal Dist. ID# (s): \_\_\_\_\_

Subdivision: \_\_\_\_\_

Phase: \_\_\_\_\_ Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

**- OR -**

Survey Name & Abstract #: \_\_\_\_\_

To be released: Square feet: \_\_\_\_\_ Acres: \_\_\_\_\_

### Owner Information

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

Firm name (if applicable); \_\_\_\_\_

Firm address: \_\_\_\_\_

Ph: \_\_\_\_\_ Email: \_\_\_\_\_

### Applicant/Agent Contact Information

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

Firm name (if applicable); \_\_\_\_\_

Firm address: \_\_\_\_\_

Ph: \_\_\_\_\_ Email: \_\_\_\_\_

<b>Staff use Only</b> Application No: _____ Date: _____
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## Additional Information

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Staff contacts:

[https://www.roundrocktexas.gov/wp-content/uploads/2018/03/contacts\\_development-staff-current.pdf](https://www.roundrocktexas.gov/wp-content/uploads/2018/03/contacts_development-staff-current.pdf)

This and other packets online:

<https://www.roundrocktexas.gov/departments/planning-and-development-services/land-development-permits/>

Planning and Development Services (PDS) Transmittal Form:

<https://www.roundrocktexas.gov/wp-content/uploads/2015/01/letter-of-transmittal.pdf>

## Landowner's Easement Release Request Letter

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

To: Brad Wiseman  
Planning & Development Services Director  
City of Round Rock, Texas

Re: Easement release for property located at: \_\_\_\_\_

Dear Mr. Wiseman:

The purpose of this request is to release the referenced easement, or portion thereof, as described in Exhibit A, attached to this letter. The reason for this request is:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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,

\_\_\_\_\_  
*Landowner* *date*

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

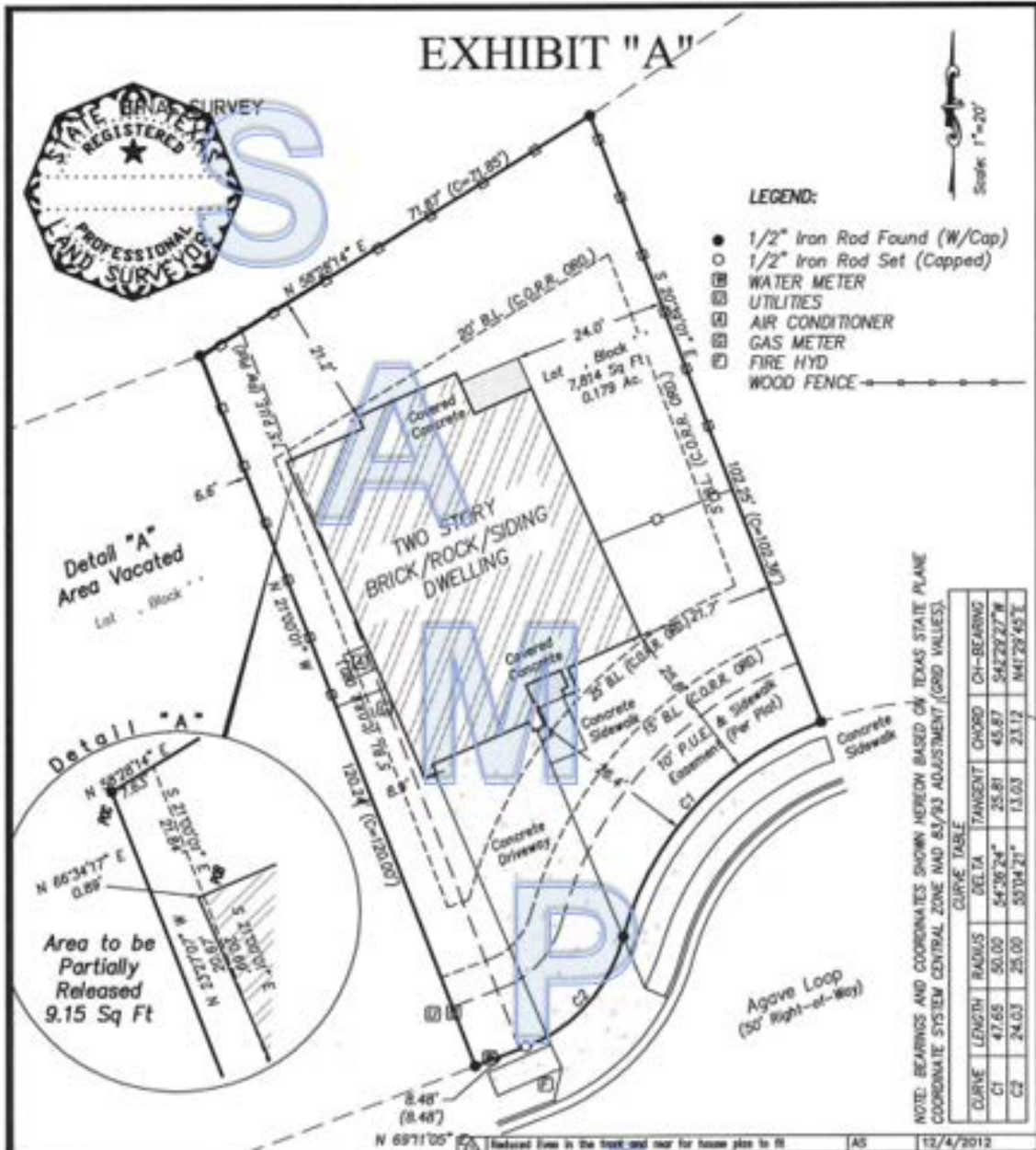
\_\_\_\_\_  
Name date  
Oncor-Round Rock District  
(Or Pedernales Electric Cooperative)

\_\_\_\_\_  
Name date  
AT&T (formerly SBC)

\_\_\_\_\_  
Name date  
ATMOS Energy-Round Rock District

\_\_\_\_\_  
Name date  
Charter (formerly Time Warner Cable)

# Sample Field Notes and Sketch



THIS IS TO CERTIFY THAT, ON THIS DATE, A TRUE AND ACCURATE SURVEY WAS MADE ON THE GROUND UNDER MY SUPERVISION OF PROPERTY LOCATED AT NO. \_\_\_\_\_ AGAVE LOOP IN WILLIAMSON COUNTY, TEXAS, DESCRIBED AS FOLLOWS: LOT \_\_\_\_\_, BLOCK \_\_\_\_\_, BEHRENS RANCH PHASE \_\_\_\_\_, SECTION \_\_\_\_\_, A SUBDIVISION IN WILLIAMSON COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT RECORDED IN CABINET FF, SLIDES 26-27 OF THE PLAT RECORDS OF WILLIAMSON COUNTY, TEXAS.

9.15 Sq Ft

THESE NOTES DESCRIBE A PORTION OF LAND IN BEHRENS RANCH PHASE \_\_\_\_\_, SECTION \_\_\_\_\_, LOT \_\_\_\_\_, BLOCK \_\_\_\_\_, SITUATED IN WILLIAMSON COUNTY, AS RECORDED IN CABINET FF, SLIDES 26-27 OF THE PLAT RECORDS OF WILLIAMSON COUNTY, TEXAS (PRWC); SUBJECT BEING SURVEYED ON THE GROUND UNDER THE DIRECT SUPERVISION OF \_\_\_\_\_, REGISTERED PROFESSIONAL LAND SURVEYOR No. \_\_\_\_\_ ON June \_\_\_\_\_, 2013, AND BEING MORE FULLY DESCRIBED AS FOLLOWS:

COMMENCING at the Northwest corner of Lot \_\_\_\_\_, Block \_\_\_\_\_; same being the Northeast corner of Lot \_\_\_\_\_, Block \_\_\_\_\_; THENCE North 58°28'14" East, 7.63 feet, and South 21°00'01" East, 21.84 feet to the POINT OF BEGINNING; THENCE South 21°00'01" East, for a distance of 20.69 feet to a point; THENCE North 23°27'07" West, for a distance of 20.67 feet to a point; THENCE North 66°34'17" East, for a distance of 0.89 feet to the POINT OF BEGINNING containing according to the dimensions herein stated and area of 9.15 Sq Ft of Land.

# Utility Service Provider Contacts

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

## **AT&T Texas/SW Bell**

Applicants should email requests to: [g03803@att.com](mailto:g03803@att.com)

For questions, applicants should contact:

Lucy M. Cabading [LR2878@att.com](mailto:LR2878@att.com) 254-757-7818  
925 Washington Ave, Room 202, Waco, TX 76701

Anita Frank [AF2416@att.com](mailto:AF2416@att.com) 254-773-8527  
117 North 1<sup>st</sup> St, Temple, TX 76501

## **Oncor Electric Delivery, Round Rock District**

350 Texas Ave., Round Rock, TX 78664 fax: 512-244-5689

Justin Jacks [Justin.Jacks@Oncor.com](mailto:Justin.Jacks@Oncor.com) 512-244-5616

## **ATMOS Energy, Round Rock District**

3110 North IH 35, Round Rock TX 78681 fax: 512-310-3819

Martin Perez [Martin.Perez@atmosenergy.com](mailto:Martin.Perez@atmosenergy.com) 512-415-8426

## **Charter Communications (formerly Time Warner Cable)**

750 Canyon Drive, Suite 500, Coppell, TX 75019

Jerry Doyle [Jerry.Doyle@Charter.com](mailto:Jerry.Doyle@Charter.com) 512-485-6016  
Troy Smith [Troy.Smith1@Charter.com](mailto:Troy.Smith1@Charter.com) 512-748-1425

## **Pedernales Electric Cooperative**

PO Box 2620, Cedar Park TX 78630 fax: 512-257-2643

Diann Hamilton [Diann.hamilton@PECI.com](mailto:Diann.hamilton@PECI.com) 800-868-4791 ext7422





Troy Smith  
[Troy.Smith1@Charter.com](mailto:Troy.Smith1@Charter.com)  
 (512)748-1425

810 W. Howard Ln, Ste #100, Austin TX 78753

Jerry Doyle  
[Jerry.Doyle@Charter.com](mailto:Jerry.Doyle@Charter.com)  
 (512)485-6016

**APPLICATION FOR VACATION OF EASEMENT**

**Please Print.** Application is hereby made for the release of the following easement(s) as described below.

The easement is on property legally described as:

Subdivision: \_\_\_\_\_ Section: \_\_\_\_\_ Block: \_\_\_\_\_

Lot Numbers: \_\_\_\_\_

Address: \_\_\_\_\_  
Number & Street City State Zip

As recorded in Volume \_\_\_\_\_, Page \_\_\_\_\_, of the Plat Records of \_\_\_\_\_ County, Texas

Provide common description of the easement requested for release, indicating the amount of the easement to be released. Example: Five-foot P.U.E. & D.E. on either side of the common lot line between lots X and X. Please provide a survey or plat of the area with the easement to be released highlighted.

Reason for requesting release (Example: Single Family Residence, Accessory Building, etc.):

Please note: If multiple owners are making this request, complete name, address, phone must be provided for each/all.

Property Owner's name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Number & Street City State Zip

Phone: \_\_\_\_\_  
Day Time Cell Fax

I authorize the following person/company to act in my behalf as my designated agent:

Name of agent/company: \_\_\_\_\_  
Name of Company Name of Contact

Mailing Address: \_\_\_\_\_  
Number & Street City State Zip

Phone: \_\_\_\_\_  
Day Time Cell Fax

The undersigned Owner/Applicant/Agent understands that the processing of the Easement Release Application will be handled in accordance with procedure for requesting release of easements established by Charter Communications. It is further understood that acceptance of this application does not obligate Charter Communications to release the subject easement

Signature of Applicant/Agent

Date

## APPLICATION FOR EASEMENT RELEASE

To be sent to AT&T Texas at  
925 Washington Ave, Room 202, Waco, TX 76701  
Email [g003803@att.com](mailto:g003803@att.com)

Lucy Cabading, FAX 254-757-7821, Anita Frank FAX 254-773-8574

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 (ex: X' x X'=XYZ SF). Provide a survey of the property with the easements to be released highlighted and the purpose for this release.

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

Property Owner's Name: \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_

(Note: if multiple owners are joining in this request, the complete names, addresses and phone numbers on each must be attached.)

APPLICANT/AGENT'S NAME: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX : \_\_\_\_\_

The undersigned Land Owner 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.

Signed by \_\_\_\_\_  
Land Owner

To be sent to 925 Washington Ave. Room 202, Waco, TX 76701 along with 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.