



## **APPLICATION TO PETITION ABANDONMENT OR VACATION OF EASEMENT**

\* **NOTE:** *Vacation by plat requires application through the City of Fort Worth [Development Services Department - Platting Section](#)*

Petitions for abandoning an easement requires approval by the various City departments and/or public utility companies with a vested interest in said easement. The City Manager or the City Manager's designee, upon review of the case, approves the vacation by signature. No replat by the applicant is required. The easement abandonment is then filed in the courthouse records by the Development Services Department.

**The application to petition abandoning or vacating an easement must be submitted to the City of Fort Worth Development Services Department – Contract Management Office or your IPRC Project Manager with the following:**

- 8-1/2" x11" Metes & bounds description of the easement to be vacated that is signed and sealed by a Registered Professional Land Surveyor
- 8-1/2" x 11" Exhibit map clearly depicting location and extent of easement to be vacated that is signed and sealed by a Registered Professional Land Surveyor (exhibit map must be legible)
- Copy of deed (or deeds) filed of record showing current ownership of affected property
- Copy of all plats filed of record including the original plat, any filed replats and the current plat must be provided to the City of Fort Worth's Water Department and Transportation and Public Works Department along with the application and exhibits. **If the easement was granted by separate instrument, a copy of the instrument must also be provided. All documents must be attached to the application when submitted to the Real Estate office.**
- Notarized consent letters\*\* from current property owner and all parties (including adjacent owners) served by the easement to be abandoned or vacated – see Item 9
- Signed consent letters\*\* from the various City departments and/or public utility companies with a vested interest in the easement to be abandoned or vacated – see Item 10
- **An application fee in the amount of \$787.50 will need to be paid prior to submittal acceptance.** Additionally, the applicant will be responsible for the County recording fees, which will be assessed at a later time.

**\*\* Note:** You may use the included consent form letter to obtain the signatures from the current owner and/or all parties who are served by or have a vested interest in the easement to be abandoned or vacated; however, the signatures must be notarized. You may attach additional sheets for notarization purposes. If one (or more) of the parties hold the property in a Trust or has designated a Power of Attorney or Attorney in Fact, then a copy of the word Trust Document or Durable Power of Attorney must accompany the consent form.

**The City of Fort Worth Land Agents may assign a value to the easement IF the City of Fort Worth has an interest in the easement. If the City of Fort Worth has no interest in the easement, no payment beyond the application fee will be required.**

**After receipt of the completed application and attachments, the City of Fort Worth Land Agents will obtain approval from City Attorney's Office and Development Services.**

**Upon receipt of the approved documents, the Land Agents will notify you and file the documents at the appropriate courthouse.**

**IF THIS APPLICATION IS NOT RELATED TO A NEW DEVELOPMENT PROJECT, PLEASE CALL 817-392-7590 AND SCHEDULE AN APPOINTMENT TO HAVE THE APPLICATION REVIEWED.**

**IF THIS APPLICATION IS RELATED TO A NEW DEVELOPMENT PROJECT, PLEASE COORDINATE WITH YOUR IPRC PROJECT MANAGER.**

**APPLICATION SUBMITTAL:**

**Upload the Initiation Form and the submittal package onto Accela Citizen Access:**

<https://aca-prod.accela.com/CFW/Default.aspx>

**NO APPLICATION WILL BE ACCEPTED UNTIL REVIEWED BY THE DEVELOPMENT LAND AGENT OR IPRC PROJECT MANAGER AND IS DEEMED COMPLETE.**

Applicant Information:

Owner \_\_\_\_\_  
Applicant Name \_\_\_\_\_ Phone Number (daytime) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
e-mail \_\_\_\_\_

Agent/Consultant Information

Firm \_\_\_\_\_ Phone Number \_\_\_\_\_  
Representative Signature \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
e-mail \_\_\_\_\_

1. Vacation / Abandonment Request:
- |                                                             |                                                     |
|-------------------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Drainage Easement                  | <input type="checkbox"/> Utility Easement           |
| <input type="checkbox"/> Combined Drainage/Utility Easement | <input type="checkbox"/> Sewer Easement             |
| <input type="checkbox"/> Water Main Easement                | <input type="checkbox"/> Public Open Space Easement |
| <input type="checkbox"/> Public Access Easement (PAE)       | <input type="checkbox"/> Right of Way (ROW)         |
| <input type="checkbox"/> Other Easement: _____              |                                                     |

**\*For Public Access Easement (PAE) and Right of Way (ROW), please contact the Platting Section for further guidance and coordination at: [Platbox2@fortworthtexas.gov](mailto:Platbox2@fortworthtexas.gov)**

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

Affected Lots: \_\_\_\_\_ Block Number: \_\_\_\_\_

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

2. Length (feet) \_\_\_\_\_ Width (feet) \_\_\_\_\_ Variable Width \_\_\_\_\_ Total Area (square feet) \_\_\_\_\_

3. End Points: From \_\_\_\_\_ To \_\_\_\_\_

4. Method by which City originally acquired the easement

- Plat dedication/donation       City purchase       Obtained by prescription

5. Existing Physical Improvements within the easement

a. Surface or above grade:

- |                                          |                                          |                                                      |
|------------------------------------------|------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> None            | <input type="checkbox"/> Paving          | <input type="checkbox"/> Comm. Cable                 |
| <input type="checkbox"/> Telephone lines | <input type="checkbox"/> Electric lines  | <input type="checkbox"/> Structures (describe) _____ |
| <input type="checkbox"/> Fences/walls    | <input type="checkbox"/> Curb and gutter | <input type="checkbox"/> Other _____                 |

b. Underground/below grade:

- |                                      |                                    |                                         |                                  |
|--------------------------------------|------------------------------------|-----------------------------------------|----------------------------------|
| <input type="checkbox"/> None        | <input type="checkbox"/> Telephone | <input type="checkbox"/> Electric       | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> Water       | <input type="checkbox"/> Sewer     | <input type="checkbox"/> Storm Drainage |                                  |
| <input type="checkbox"/> Comm. Cable | <input type="checkbox"/> Gas       | <input type="checkbox"/> Other: _____   |                                  |

6. Purpose and/or proposed future use of the easement

- |                                               |                                          |                                                     |
|-----------------------------------------------|------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Yard(s)              | <input type="checkbox"/> Parking         | <input type="checkbox"/> Replat with adjoining land |
| <input type="checkbox"/> Expand building area | <input type="checkbox"/> Describe: _____ |                                                     |

7. Related (pending) development applications (indicate title/case number)

|                                    |                            |
|------------------------------------|----------------------------|
| IPRC No.: _____                    | CPN No.: _____             |
| Zoning: _____                      | Board of Adjustment: _____ |
| Subdivision: _____                 | Building Permit: _____     |
| Community facilities or URD: _____ | Other: _____               |

8. Zoning classification of adjoining properties: \_\_\_\_\_

9. Signatures of Current Owner and Adjoining Property Owner(s)

Notarized signatures of **all** owners of properties that adjoin and/or are served by the easement to be vacated **must** be included with this application. List owners below and include an adequate legal description of said properties (attach additional sheet if necessary). Notarized signatures provided in the form of consent letters\*\* are acceptable and should be attached.

\*\* **Note:** You may use the included consent form letter to obtain the signatures from the parties shown below; however, the signatures must be notarized. You may attach additional sheets for notarization purposes. If one (or more) of the parties hold the property in a Trust or has designated a Power of Attorney or Attorney in Fact, then a copy of the Trust Document or Durable Power of Attorney must accompany the consent form.

Legal Description:

---

---

---

---

---

---

10. Required consent letters from City of Fort Worth and/or affected franchise utilities **must** be Submitted with this Application

The **consent forms** with the attached Exhibits must be signed by ALL of the parties with an interest in the easement to be abandoned, which may include:

- City of Fort Worth Water Department
- City of Fort Worth Transportation and Public Works Department
- City of Fort Worth Environmental Management Department
- Oncor Electric Delivery Company
- Atmos Energy (Notary not required for Atmos Energy only)
- AT&T
- the local cable company
- Tarrant County Health Department ETJ **and** Tarrant County Engineering ETJ if the property is located in the extraterritorial jurisdiction
- any others listed on the exhibit

**For Water or Sewer Easements, consent forms are needed from the Water Department and Environmental Management Department**

**For Drainage or Public Open Space Easements, consent forms are needed from the Transportation & Public Works Department and Environmental Management Department**

**For Utility Easements, consent forms are needed from all of the City Departments and utilities listed above**

**Contact Information for City Departments and utility companies can be found on the following page**

## Easement Abandonment Contact Information

**City of Fort Worth  
Transportation and Public Works  
Department**  
Tom Simerly  
100 Fort Worth Trl, Fort Worth, TX 76102  
(817) 392-6892  
[tommy.simerly@fortworthtexas.gov](mailto:tommy.simerly@fortworthtexas.gov)

**City of Fort Worth Water Department**  
  
Development Services Water Section  
100 Fort Worth Trl, Fort Worth, TX 76102  
[DSWS@fortworthtexas.gov](mailto:DSWS@fortworthtexas.gov)

David Pelletier  
100 Fort Worth Trl, Fort Worth, TX 76102  
(817) 392-8055  
[David.pelletier@fortworthtexas.gov](mailto:David.pelletier@fortworthtexas.gov)

**City of Fort Worth  
Code Compliance Department  
Environmental Services Division**  
Samuel Barrett  
100 Fort Worth Trl, Fort Worth, TX 76102  
(817) 392-8592  
[samuel.barrett@fortworthtexas.gov](mailto:samuel.barrett@fortworthtexas.gov)

**Charter Communications**  
Brent Bascom  
15100 Trinity Blvd, Suite 500, Fort Worth, TX 76155  
(817) 298-3632  
[brent.bascom@charter.com](mailto:brent.bascom@charter.com)

**Oncor Electric Delivery Company**  
Budd Rodgers, SR/WA  
Distribution Right of Way Agent, Senior  
7860 Winbrook Drive, Benbrook, TX 76126  
(817) 443-3434  
[buddy.rodgers@oncor.com](mailto:buddy.rodgers@oncor.com)

**Atmos Energy**  
Bobby Oney  
North Fort Worth  
100 West Morningside Drive, Fort Worth, TX 76110  
(817) 207-2838  
[Bobby.oney@atmosenergy.com](mailto:Bobby.oney@atmosenergy.com)

Bob Davison  
South Fort Worth  
100 West Morningside Drive, Fort Worth, TX 76110  
(817) 207-2832  
[b.davison@atmosenergy.com](mailto:b.davison@atmosenergy.com)

**AT&T**  
Latrice Watson  
Right-of-Way Office  
13845 FAA Boulevard, Fort Worth, TX 76155  
(817) 267-5752 / (817) 338-5106 Fax  
[lw5961@att.com](mailto:lw5961@att.com)

Summary Table of Required Easement Abandonment Consent Letters by Easement Type

| Easement Type    | City of Fort Worth Department |       |                                          | Franchise Utility Companies |                        |                         |              |
|------------------|-------------------------------|-------|------------------------------------------|-----------------------------|------------------------|-------------------------|--------------|
|                  | Transportation & Public Works | Water | Code Compliance – Environmental Services | AT&T                        | Charter Communications | Oncor Electric Delivery | Atmos Energy |
| Utility          | ✓                             | ✓     | ✓                                        | ✓                           | ✓                      | ✓                       | ✓            |
| Public Open      | ✓                             |       | ✓                                        |                             |                        |                         |              |
| Space (P.O.S.E.) | ✓                             |       | ✓                                        |                             |                        |                         |              |
| Drainage         | ✓                             | ✓     | ✓                                        |                             |                        |                         |              |
| Water            |                               | ✓     | ✓                                        |                             |                        |                         |              |
| Sewer            |                               | ✓     | ✓                                        |                             |                        |                         |              |

For Water or Sewer Easements, consent forms are needed from the Water Department and Environmental Management Department

For Drainage or Public Open Space Easements, consent forms are needed from the Transportation & Public Works Department and Environmental Management Department

For Utility Easements, consent forms are needed from all of the City Departments and utilities listed above

**\*\*\* NOTE: *The Electric, Natural Gas, Telephone or Cable provider for your area may not be listed above. It is the applicant's responsibility to find the name of their local utilities and obtain the correct signature on the consent form. The Vacation / Abandonment is good only for those utilities that have notarized consent forms attached to the Vacation / Abandonment instrument.***

**If you have any questions, please contact:  
[Dev\\_Easements@FORTWORTHTEXAS.GOV](mailto:Dev_Easements@FORTWORTHTEXAS.GOV)**



**City of Fort Worth Departmental and/or Franchise Utility  
Easement Vacation / Abandonment Consent Letter**

**The City of Fort Worth** acting by and through \_\_\_\_\_ (*Name*), its duly authorized \_\_\_\_\_ (*Title*) has reviewed the attached **Exhibit “A”** and has no objections to the vacation/abandonment of the \_\_\_\_\_ square foot \_\_\_\_\_ (*type*) easement shown on the attached **Exhibit “A”** and located in Lot(s) \_\_\_\_\_, Block(s) \_\_\_\_\_, \_\_\_\_\_ (*Addition*), an Addition to the City of Fort Worth, such easement recorded by Instrument No. \_\_\_\_\_, in the Tarrant County Official Public Records.

Signature: \_\_\_\_\_

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