



## APPLICATION FOR THE VACATION OR ABANDONMENT OF A DRAINAGE AND UTILITY EASEMENT

All forms shall be signed in ink only by a property owner, legal partner or corporate officer. An authorized agent of the landowner must submit a Power of Attorney.

### PLEASE SUBMIT ALL OF THE FOLLOWING REQUIRED DOCUMENTS:

1. One copy of the Application with an original signature, signed in ink.
2. One copy of the Application with an original signature, signed and notarized in ink. Do not submit copies of signatures and notary acknowledgments.
3. One copy of EXHIBIT A that contains a survey showing the property rights to be abandoned and any easements or public facilities contained in the area for which abandonment is requested. This information is best provided by a registered land surveyor. City staff is not authorized to prepare this information.
4. One copy of EXHIBIT B that provides a metes and bounds description of that portion of the drainage and utility easement proposed for abandonment. This information is best provided by a registered land surveyor. City staff is not authorized to prepare this information.
5. One copy of EXHIBIT C, with original signatures, signed by all agencies listed regardless of whether they have utility equipment in the easement. This will need to be completed before submitting this application to the City of Colleyville.
7. After this agreement is filled out, you will need to return it to Community Development Department.
8. This agreement will be circulated through the Community Development, Building Inspection and Engineering Departments within the City of Colleyville. Please allow approximately seven to ten working days to complete the circulation process. Easement vacations and abandonments require approval by the City Council.
9. After approval by the City Council, the Community Development Department will record the forms with the Tarrant County Clerk's office. The original documents are maintained by the City. A copy may be requested for your records.

Submit these documents to:

City of Colleyville  
Community Development Department  
100 Main Street  
Colleyville, TX 76034  
817.503.1050 office  
817.503.1059 fax

**APPLICATION FOR THE VACATION OR ABANDONMENT OF A  
DRAINAGE AND UTILITY EASEMENT**

\_\_\_\_\_   
Date of Submittal

To the City of Colleyville:

The undersigned hereby makes application to vacate and abandon a portion of the public drainage and / or utility easement or right-of-way situated on or abutting property at the following location and described by metes and bounds in Exhibit B of the attached agreement.

Street Address \_\_\_\_\_

Legal Description \_\_\_\_\_

The reason for the vacation and abandonment of the drainage and utility easement is as follows:

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

**PROPERTY OWNER INFORMATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email (optional) \_\_\_\_\_

THE STATE OF TEXAS        §  
COUNTY OF TARRANT      §

**Individual Acknowledgment**

BEFORE ME, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Texas

My Commission Expires: \_\_\_\_\_

## EXHIBIT A

The following is a drawing depicting the area or portion of the easement and property described that is proposed for vacation or abandonment. This drawing shall include a north arrow, legal description of the subject property and adjoining properties, if appropriate.

Being that portion of that certain public utility easement / drainage easement / right of way situated in \_\_\_\_\_ Addition/Survey to the City of Colleyville, Tarrant County, Texas, and being more particularly described by metes and bounds as follows:

## **EXHIBIT B**

Being that portion of that certain drainage and utility easement shown in Exhibit A, being more particularly described by metes and bounds as follows.

## EXHIBIT C

The undersigned public utility companies, using or entitled to use, under the terms and provisions of our respective franchise with the City of Colleyville, do hereby consent to the vacation and abandonment of the described portion of such drainage and utility easement requested in this Application Lot(s) \_\_\_\_\_, Block(s) \_\_\_\_\_ of the \_\_\_\_\_ Addition to the City of Colleyville, Tarrant County, Texas.

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

City of Colleyville

By: \_\_\_\_\_  
(Please Print)

Title: \_\_\_\_\_  
(Please Print)

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

Southwestern Bell Telephone Company

By: \_\_\_\_\_  
(Please Print)

Title: \_\_\_\_\_  
(Please Print)

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

Verizon Telephone Company

By: \_\_\_\_\_  
(Please Print)

Title: \_\_\_\_\_  
(Please Print)

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

Tri-County Electric Company

By: \_\_\_\_\_  
(Please Print)

Title: \_\_\_\_\_  
(Please Print)

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

Comcast Cable, Inc.

By: \_\_\_\_\_  
(Please Print)

Title: \_\_\_\_\_  
(Please Print)

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

TXU Electric Delivery

By: \_\_\_\_\_  
(Please Print)

Title: \_\_\_\_\_  
(Please Print)

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

Atmos Energy (Gas)

By: \_\_\_\_\_  
(Please Print)

Title: \_\_\_\_\_  
(Please Print)

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

## SERVICE PROVIDER CONTACTS FOR EASEMENTS IN COLLEYVILLE

<p><b><u>TXU Electric Delivery</u></b>  <b>Dean Rhea, Designer</b>          2001 N. Industrial          Bedford, TX 76021  <b>(817) 858-2579</b></p>	<p><b><u>Tri-County Electric</u></b>  <b>Brant Hargrave, Utility Design Engineer</b>          4740 Keller-Hicks Road          Keller, TX 76248  <b>(817) 431-1541</b>  <b>Fax: (817)431-9680</b></p>
<p><b><u>Southwestern Bell Telephone</u></b>  <b>Velma Johnson</b>  <b>Manager Engineering Design</b>          1116 Houston St., Room 1404          Fort Worth, TX 76102  <b>Office: 817-338-6803</b>  <b>Fax: 817-338-6781</b></p>	<p><b><u>Verizon Telephone</u></b>          500 John Carpenter Frwy TXG31E01          Irving, TX 75062  <b>Darrell Frederick, Supervisor-NE OSP</b>  <b>(972) 413-2733</b>  <b>Steve Gentry</b>  <b>(940) 381-9294</b>  <b>Steve Olinsky</b>  <b>(972) 318-5274</b></p>
<p><b><u>Comcast Cable</u></b>  <b>Alex Oliveros, Designer</b>          1545 Chenault          Dallas, TX 75228  <b>(817) 317-7951</b>  <b>(214)320-5433</b></p>	<p><b><u>Atmos Energy (Gas)</u></b>          P.O. Box 650654          Dallas, TX 75265-0654  <b>1-800-460-3030</b>  <b>Bob Carroll, Manager Right of Way</b></p>