



City of Leander Planning Department
 104 North Brushy Street
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 Leander, Texas 78646-0319
 Fax (512) 528-2729
www.leandertx.gov

Project Name: _____

Submittal Date: _____

File #: _____
 (City will assign file #)

RIGHT OF WAY VACATION REQUEST

APPLICATION & CHECKLIST

This application and checklist is provided as a service of the City of Leander. Its purpose is to assist the applicant in preparing a proposal that meets City standards so it can be expedited through the review process.

AN APPOINTMENT IS REQUIRED TO SUBMIT A ROW ABANDONMENT APPLICATION.

Please contact the Planning Department at 512-528-2750 to schedule an appointment.

RIGHT-OF-WAY VACATION MUST MEET THE FOLLOWING CONDITIONS:

- Property owners abutting the proposed right-of-way vacation must be in agreement with the road closure and willing to purchase right-of-way or assign his/her rights to someone who is willing to purchase the right-of-way.
- The road closure does not prevent access to property.

INSTRUCTIONS

- A Pre-Development meeting is recommended prior to submission of a Right-Of-Way Vacation application. These meetings are held at 2:30 p.m. on Mondays (if Monday is a holiday it is held on the first working day of the week). Please make an appointment with the Planning Department (512-528-2750)
- Fill out the following application completely prior to submission. Use the most current application from the City found at www.leandertx.gov.
- Ordinances can be obtained from the City of Leander at our website (www.leandertx.gov) or at City Hall.
- Right-Of-Way conveyance can be made to abutting property owners in proportion to the ownership of the adjacent property. The property owner can purchase to the right-of-way fronting his/her property to the middle of the right-of-way without the City having to competitively bid the sale.
- If a property owner wishes to purchase the entire width of the right-of-way, this can be achieved if the property owner on the other side of the right-of-way assigns his/her right to purchase to the other property owner.

REQUIRED ITEMS FOR SUBMITTAL

- Five (5) copies of this application/checklist are required to be submitted.
- Letter describing reason for request.
- Copy of Deed showing current ownership for all property owners.
- Submit five (5) copies of surveys for all parcels to be vacated and each right-of-way parcel to be purchased including:
 - All existing water and wastewater lines or other public utilities
 - All water, wastewater and drainage easements (if any). Show on the survey the location of all water meters, valves and wastewater manholes.
- Provide an appraisal by a real estate appraiser reflecting the value of the right-of-way. The City Council can accept or reject the appraisal. The City needs to obtain adequate value for the property, which is the purpose of the appraisal.
- If utilities are present in the right-of-way, the Engineering Department shall be consulted and an easement retained if necessary.
- A letter from each property owners abutting the right-of-way to be vacated and stating that the owner agrees to such right-of-way vacation and is either willing to purchase their portion of the right-of-way or assigns such right to purchase to the owner on the opposite side of the right-of-way
- Deposit for attorney fees will be due after the first review of the request.

