The following checklist information is required to process an easement release application. Please ensure all required materials are submitted to expedite requests.

**JURISDICTION**

___ Easements dedicated by **Plat:**
- **City of Austin (City) FULL PURPOSE JURISDICTION.** Verify and ensure that the easement to be released lies within the City’s full purpose jurisdiction. The application fee is non-refundable once the application is processed.
- **Extra Territorial Jurisdiction (ETJ).** Easements within ETJ are handled by **Travis County.** Please contact the Travis County Transportation & Natural Resources Department at (512) 854-9383 for more information. The City cannot release these easements.

___ **Pedernales Electric Cooperative (PEC).** If the property is served by PEC, please contact Kay Jeanes, PEC Right of Way Agent, (888) 554-4732. In addition to the City’s easement release process, PEC requires the easement to be released through their process. The original PEC easement release document is required to be recorded together with the City’s easement release document. **An easement release by the City alone will not be complete without PEC's easement release document.**

**APPLICATION PACKET**

___ **Transmittal Letter** (cover letter) explaining in detail the purpose and justification for the easement release request. The letter should include the following:
- Type of easement to be released
- Partial or an entire release
- Explain how the easement was dedicated to the City (i.e., by plat or by separate instrument)

___ **Authorization Letter.** If applicant is not the owner of the property provide an authorization letter signed by the property owner assuring applicant has owner’s permission to act on their behalf or have owner sign the application.

___ **Easement Release Application.** A completed application (mark “N/A” for any sections of the application that do not apply). See **ATTACHMENT “A” completed sample.**

- For existing infrastructure within an easement, it is recommended to do a preliminary assessment with the particular City department to determine the release possibility.
- There could be electric cable, gas lines, water lines, and wastewater lines under an improvement. Hitting these lines could result in injury, property damage, or pollution of the environment. Please **Call 8-1-1 Before You Dig.**
- If an easement was originally dedicated to the City by one landowner, and the property was subsequently subdivided or re-subdivided into multiple lots, with multiple landowners, then a release will require a separate application for each owner. **In these circumstances the easement will not be released under one application.**
Survey or Field Notes. An original signed, surveyor seal or stamp, with metes and bounds description or preamble and the accompanying sketch, see ATTACHMENT “B” for Instructions for Surveyor.

Application Fee $1,000.00. Non-refundable processing fee, check payment only, made payable to City of Austin, delivered to Office of Real Estate Services. This fee was established by Ordinance No. 910110-J (Section 13-1-952) and amended by 20180911-001 to be paid by all applicants, including governmental entities. If paying by personal check, please include date of birth and driver’s license number on the check.

Property Tax ID or Parcel ID. This Information can be found on your tax bill, or with the appropriate Appraisal District. Please print and submit the tax record ~ sample shown in Attachment “D”.

- Travis County (512) 834-9138  https://www.traviscad.org/property-search/
- Williamson County (512) 930-3787  http://search.wcad.org/
- Hays County (512) 268-2522  http://research.hayscad.com/

Recorded Easement. Copy of the recorded easement document to be released (i.e., plat or separate instrument).

Recorded Deed. Copy of the recorded vesting deed documenting the current property owner (i.e. General Warranty Deed, Special Warranty Deed, etc.).

Subdivision Plat. Copy of the recorded subdivision plat including plat notes. If the plat has been re-subdivided, please provide the following:

- A copy of the Original Recorded Plat; and
- A copy of the “recorded” Resubdivision

EASEMENT DEDICATION

New Easement Dedication. If a new easement is to be dedicated to replace the existing easement being released or is required as part of the release, please provide all required information shown on ATTACHMENT “C”. The Office of Real Estate Services will record the new easement along with the easement release document.

Drainage Easement Dedications. Please refer to the Land Development Code 25-7-152 (Dedication of Easements and Rights-of-Way) and the Drainage Criteria Manual Section 1 (Drainage Policy) regarding general requirements for drainage easements. For assistance with researching or obtaining the above information, please contact the Development Assistance Center (512) 974-6370 or (512) 978-4000.

PUBLIC UTILITY EASEMENTS IN THE FLOODPLAIN

Public Utility Easements in the Floodplain Will NOT Be Released. Please refer to Austin FloodPro at www.austintexas.gov/floodpro or for additional floodplain information, contact floodpro@austintexas.gov, (512) 974-2843. Please verify the floodplain status of the easement before preparing a survey or submitting an application.
SMART HOUSING PROJECTS

S.M.A.R.T. Housing Projects may be eligible for application fee waivers. Determination is based on the S.M.A.R.T. Housing Certification (Neighborhood Housing 4-10-07). Please provide the certification with the application.

EASEMENT OR AMENDMENT BY RESTRICTIVE COVENANTS OR DECLARATION OF EASEMENTS

Release of easements by Restrictive Covenants or Amendments to Restrictive Covenants or Release of Declaration of Easements, please contact Development Assistance Center, Front Desk (512) 974-6370 or (512) 978-4000.

DRAINAGE EASEMENT (OR ANY COMBINATION OF OTHER EASEMENTS WITH DRAINAGE)

Drainage Easement. The Watershed Protection Department and Development Services Department may require the following items be submitted to review requests. Non-submittal of the following information may delay the review:

- Provide or demonstrate the original justification for the existing drainage easement;
- Provide proof, from a licensed civil engineer, that the release of said easement will not create adverse impacts to surrounding properties;
- Provide a solution, replacement or relocation of the existing drainage and utility facility.
- Provide three (3) sets of building plans, engineering calculations and reports, floodplain maps, site plans and subdivision plans.

PLEASE NOTE:

Easement release requests are presented to City departments and franchise holders for their review and consideration (14 business day review period). An applicant has a Four (4) Week Deadline to clear outstanding negative comments or objections upon review period completion. If a written response is not received by the deadline, the file will be CLOSED as incomplete. City will NOT place easement release requests on hold indefinitely, inactive applications will be canceled and terminated.

City will prepare and record (in Travis County) easement release documents for approved applications. Applicant records easement release documents located in counties other than Travis County. Applicant is responsible for and shall incur all costs associated with recording fees of the appropriate county.

Please schedule an appointment with Land Management, Office of Real Estate Services, between 9:00 AM – 3:00 PM, Landmanagement@austintexas.gov

<table>
<thead>
<tr>
<th>Arthur Walston</th>
<th>Mashell Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Agent</td>
<td>Land Management Supervisor</td>
</tr>
<tr>
<td>(512) 974-1406</td>
<td>(512) 974-7079</td>
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Submit application to:
Office of Real Estate Services
Land Management Division
505 Barton Springs Road, Suite 1350
Austin, Texas 78704

Mail to:
City of Austin
Office of Real Estate Services
P.O. Box 1088
Austin, Texas 78767
APPLICATION FOR EASEMENT RELEASES

FILE NO. ___________________________ DATE: ___________________________

DEPARTMENT USE ONLY

DEPARTMENT USE ONLY

TYPE OF EASEMENT TO BE RELEASED

Type of Release: Full or Partial: Acreage: _______ SF: _______ By: Separate Document or Plat

Type of Easement: _____________________________________________________________

Recorded in: Volume: _______, Page: _______ or Document No.: ________________________

County Record: Travis, Deed Real Property or Official Public (circle one)

Property address: _____________________________________________________________

Purpose for release: ___________________________________________________________

PROPERTY DESCRIPTION OF AREA TO BE RELEASED

Appraisal District Parcel #: _______________________________________________________

Survey & Abstract No.: _________________________________________________________

Lot(s): __________________ Block: _______ Outlot: __________________________

Subdivision Name: _____________________________________________________________

Plat Book/Volume: __________________ Page: _______ Document No: _________________

VESTING DEED INFORMATION

Conveyed to (Current owner): ___________________________________________________

Conveyed by (circle one) Special Warranty Deed; Warranty Deed;
Deed with Vendor’s Lien; Quitclaim Deed; Deed without Warranty

Dated: _________________________ County instrument is recorded in: _________________

Volume: _____ Page: _______ Document No.: _________________________________

Deed Records Real Property Records or Official Public Records (circle one)

RELATED CASES

Existing Site Plan (circle one): YES / NO

Subdivision: Case (circle one): YES / NO

FILE NUMBERS

PROJECT NAME, if applicable:

Name of Development Project: ___________________________________________________

Is this a S.M.A.R.T. Housing Project (circle one): YES / NO

OWNER INFORMATION

Name: ___________________________________________________ (as shown on Deed)

Address: ___________________________________________ Phone: (____) _________ Email address: _______________

City: ______________________ County: __________________ State: ___________ Zip Code: _____________

(If multiple owners own the property to be released, please provide complete names and addresses for each owner, a separate sheet may be attached.)

APPLICANT INFORMATION

Name: __________________________________________________________

Firm Name: ___________________________________________ Phone: (____) _________ Fax No.: (____) _________

City: ______________________ State: ___________ Zip Code: _____________

EMAIL ADDRESS: _______________________________________________________

The undersigned Landowner/Applicant understands that processing of this Easement Release Application will be handled in accordance with the Procedures for Requesting an Easement Release. It is further understood that acceptance of this application and fee in no way obligates the City to release the subject area.

Signed By: ___________________________ Landowner/Applicant

I, ___________________________________________ owner of the above referenced property, hereby authorize
of ___________________________________________, to act as my agent, to facilitate the
City of Austin processing an easement release application for the property referenced above.

Signed By Landowner: __________________________

REV. 3.1.2019
Attachment “A”
Sample of completed Easement Release Application

APPLICATION FOR EASEMENT RELEASES

File No. __________________________ DATE: __________________________
Department Use Only Department Use Only

TYPE OF EASEMENT TO BE RELEASED

Type of Release: Full or Partial: Acreage: ______ SF: 25 ______ By: Separate Instrument or Plat
Type of Easement: Drainage Easement
Recorded in: Volume: 4236, Page: 12, Document No.: 
County Records: Travis; Deed Real Property or Official Public (circle one)
Property address: 1903 S. Lamar Blvd.
Purpose for release: To clear an encroachment of a monument sign

PROPERTY DESCRIPTION OF AREA TO BE RELEASED

Appraisal District Parcel #: 0100050401
Survey & Abstract No.: 
Lot(s): 7 Block: Outlot: 
Subdivision Name: Fredericksburg Road Acres
Plat Book/Volume: Page Document No: 20160000501

VESTING DEED INFORMATION

Conveyed to (Current owner): Mary and Bill Smith
Conveyed by (circle one) Special Warranty Deed; Warranty Deed; Other; Guardian Deed
Deed with Vendor’s Lien; Quitclaim Deed; Deed without Warranty
Dated: 10/22/1981 County instrument is recorded: Travis
Volume: 07014 Page 01287 Document No.:
Deed Records Real Property Records or Official Public Records (circle one)

RELATED CASES

Existing Site Plan (circle one): YES / NO
Subdivision: Case(circle one): YES / NO
FILE NUMBERS

n/a
n/a

PROJECT NAME, if applicable:

Name of Development Project: 
Is this a S.M.A.R.T. Housing Project (circle one): YES / NO
n/a

OWNER INFORMATION

Name: Mary and Bill Smith
Address: 505 Barton Springs Phone: (512) 974-7079 Email address: mary.smith@zqr56
City: Austin County: Travis State: TX Zip Code: 78704
(If multiple owners own the property to be released, please provide complete names and addresses for each owner, a separate sheet may be attached.)

APPLICANT INFORMATION

Name: Same as Owner information
Firm Name: 
Address: Phone: ( ) Fax No: ( )
City: State: Zip Code: 
EMAIL ADDRESS: 

The undersigned Landowner/Applicant understands that processing of this Easement Release Application will be handled in accordance with the Procedures for Requesting an Easement Release. It is further understood that acceptance of this application and fee in no way obligates the City to release the subject area.

Signed By: ________________
Landowner/Applicant

I, ______________________________, owner of the above referenced property, hereby authorize ________________________________ of ________________________________, to act as my agent, to facilitate the
City of Austin processing an easement release application for the property referenced above.

Signed By Landowner: ________________

Rev. 3.1.2019
Attachment “B”

INSTRUCTIONS FOR SURVEYORS

It is the responsibility of the owner and/or applicant for the easement release to provide the surveyor with the following guidelines and requirements. Copies of the application for easement release, including these guidelines, are available on the City of Austin website: http://www.austintexas.gov/realestate

Partial Easement Release Instructions:

A. All survey documents provided must be originals, prepared on 8½” x 11” white bond paper, signed (in blue ink), dated and sealed by a Texas Registered Professional Land Surveyor. Please provide certification language similar to the sample below:

   Certification:
   Witness my hand this (To the City of Austin):

   I, (printed name) , licensed to practice Land Surveying in the State of Texas, hereby certify that the foregoing metes and bounds legal description and sketch were based on an on the ground survey, that all visible and apparent protrusions and encroachments into the easement area are accounted for, including but not limited to building footprint, eaves and roof overhangs and all visible improvements whatsoever.

   Witness my hand and seal this (date)__________ , 20 __ [Seal and signature]

B. Preamble must include (i) current ownership information and County Clerk recording information (ii) language in the granting clause specific to the type of easement to be released (e.g., electric and telephone line easement, electric transmission and/or distribution easement, drainage and public utility easement, etc.), and (iii) easement recording information (i.e., how the easement was dedicated).

   • If the easement in question has been retained by both Ordinance and Deed (Quitclaim Deed or Deed without Warranty), then reference to recording information for both documents must be included in the preamble.

C. Metes and bounds description (see Exhibit A-1) of the proposed easement release area, should be in accordance with current City of Austin Field Note Guidelines (copy available upon request).

D. A surveyor’s sketch (see Exhibit A-2) must include the following:

   • Document the area of the easement to be released with all improvements, including but not limited to: roof overhangs, concrete slabs, storage buildings, visible utilities, or any other improvements of a permanent nature.

   • Document all improvements within ten feet of the proposed easement release area. Two sketches at the same scale may be provided, one sketch to include improvements and one sketch to show only the proposed easement release area.

   • Document all existing easements on the property
INSTRUCTIONS FOR ENTIRE EASEMENT RELEASE:

A. All survey documents provided must be originals, prepared on 8½” x 11” white bond paper, signed (in blue ink), dated and sealed by a Texas Registered Professional Land Surveyor.

B. Preamble must include (i) current ownership information and County Clerk recording information (ii) language in the granting clause specific to the type of easement to be released (e.g., electric and telephone line easement, electric transmission and/or distribution easement, drainage and public utility easement, etc.), and (iii) easement recording information (i.e., how the easement was dedicated).

- If the easement in question has been retained by both Ordinance and Deed (Quitclaim Deed or Deed without Warranty), then reference to recording information for both documents must be included in the preamble.

C. A surveyor’s sketch (see Exhibit B-2) must include the following:

- Document the area of the easement to be released with all improvements, including but not limited to: roof overhangs, concrete slabs, storage buildings, visible utilities, or any other improvements of a permanent nature.
- Document all improvements within ten feet of the proposed easement release area. Two sketches at the same scale may be provided, one sketch to include improvements and one sketch to show only the proposed easement release area.
- Document all existing easements on the property

Texas Power and Light (TPL) Easement Releases: Please contact our office for more information.
Mete and Bounds Description

DESCRIPTION OF A 0.05 ACRE (2,080 SF) TRACT OF LAND BEING A PORTION OUT OF A SUBDIVISION IN THE CITY OF AUSTIN, COUNTY OF TRAVIS, STATE OF TEXAS, ACCORDING TO THE MAP OR PLAT RECORDER IN VOLUME PAGE OF THE PLAT RECORDS OF TRAVIS COUNTY, TEXAS (P.R.T.C.T.X.) AS CONVEYED TO A TEXAS LIMITED PARTNERSHIP BY REAL PROPERTY RECORDS, TRAVIS COUNTY, TEXAS (R.P.R.T.C.T.X.), BEING A PORTION OF A 20 FOOT WATER AND WASTEWATER EASEMENT DEDICATED BY SAID SAID 0.05 ACRE TRACT OF LAND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

COMMENCING at a found lead on concrete monument stamped "Property Corner Gulf Oil Corp." being accepted as the Southeast corner of Lot A, of Schuch Addition, also being the Southwest corner of Lot B of said Schuch Addition and being a point along the Northerly Right-of-Way line of William Cannon Dr.;

THENCE N 04° 55' 59" E, 10.04 feet along the Easterly Line of said Lot A to a point of intersection with a curve being concave Southerly having a radius of 1314.01 feet, said curve being parallel with and 10.00 feet Northerly of said Right-of-Way, said point being the TRUE POINT OF BEGINNING of the 0.05 acre tract described herein;

THENCE Easterly along said curve to the left leaving said Easterly Line of said Lot A through a central angle of 08° 18' 26", an Arc Length of 190.52 feet, having a Chord Bearing and distance of N 83° 51' 26" W, 190.35 feet to said point;

THENCE N 88° 23' 05" W, 16.58' continuing along said parallel limits to a point in the West line of said Lot A and the Easterly Right-of-Way line of Manchaca Rd., said point of intersection being on a curve concave Easterly having a radius of 15.00 feet;

THENCE Northerly along said Right-of-Way and said curve to the right through a central angle of 23° 38' 18", an Arc Length of 6.19 feet to the end of said curve, having a Chord Bearing and distance of N 06° 02' 10" W, 6.14 feet to said point;

THENCE N 06° 34' 43" E, 3.93 feet continuing along said Right-of-Way and said Westerly Line of Lot A to the north line of said 20 foot wide Water and Wastewater Easement dedicated by said plat;

THENCE S 88° 23' 05" E, 17.09 feet leaving said Right-of-Way and said West line of Lot A along the north line of said 20 foot wide Water and Wastewater Easement to the beginning of a curve concave Southerly, having a radius of 1324.01 feet;

THENCE Easterly continuing along the Northerly limits of said 20 foot Water and Wastewater Easement along said curve to the right through a central angle of 08° 16' 05", an Arc Length of 191.06 feet to a point of intersection with the East line of said Lot A, having a Chord Bearing and distance to said point of S 83° 52' 41" E, 190.90 feet;

THENCE S 04° 55' 59" W, 10.04 feet leaving the North line of said 20 foot wide Water and Wastewater Easement along the Easterly Line of said Lot A to the Point Of Beginning hereof, containing a calculated area of 0.05 acres (2,080 SF). Said metes and bounds being described by me or under my direction.

Witness my hand this (To the City of Austin):
I, Scott A. Hahn, licensed to practice Land Surveying in the State of Texas, hereby certify that the foregoing metes and bounds legal description and sketch were based on an on the ground survey, that all visible and apparent protrusions and encroachments into the easement area are accounted for, including but not limited to building footprint, eaves and roof overhangs and all visible improvements whatsoever.

Witness my hand and seal this October 03, 2017.
EXHIBIT
SURVEY SKETCH

MONUMENT LEGEND / NOTE:
O = FOUND MONUMENT AS DESCRIBED
A = FD. 1/2" IRON ROD.
H = FD. LEAD ON CONC. IN STEEL POST STAMPED "PROPERTY CORNER GULF OIL CORP."

BASIS OF BEARINGS:
The basis of bearings of this survey shown hereon, is the Texas Coordinate System NAD83, Central Zone, utilizing static observations and corrections performed by the NGS-OPUS Website.

LEGEND:
D.R.T.C.TX. = DEED RECORDS, TRAVIS COUNTY, TEXAS.
O.P.R.T.C.TX. = OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS.
P.R.T.C.TX. = PLAT RECORDS, TRAVIS COUNTY, TEXAS.
R.P.R.T.C.TX. = REAL PROPERTY RECORDS, TRAVIS COUNTY, TEXAS.
P.O.B. = POINT OF BEGINNING
(R1) =
(R2) =

LEGEND
XXXX - 0.05 ACRES - 2,080 SF
EASEMENT AREA TO BE RELEASED HEREON

LINETYPE LEGEND:
== = BOUNDARY, LOT LINES, ADJOINING LOT LINES AND R.O.W. LINES
== = EASEMENT LINE

SURVEYOR’S CERTIFICATION:
I, , AM REGISTERED IN THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF LAND SURVEYING, AND DO HEREBY CERTIFY THAT THIS PLAT WAS PREPARED FROM A PHYSICAL SURVEY OF THE PROPERTY UNDER MY DIRECT SUPERVISION.

DATE:

DATES:
FIELD WORK COMPLETED - OCTOBER 24, 2016
MAP COMPLETED - JANUARY 16, 2017
Attachment B-3
Entire Easement Release Example

Foot Wastewater Easement
To be released from

Doc. No.

LEGAL DESCRIPTION

\* FOOT WIDE WASTEWATER EASEMENT

BEING ALL OF THAT \* FOOT WIDE WASTEWATER EASEMENT CONVEYED TO THE CITY OF AUSTIN, TEXAS AS DESCRIBED IN DOCUMENT NUMBER , OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS. SAID EASEMENT BEING LOCATED NEAR THE MOST NORTHERLY, NORTHEAST CORNER OF LOT , BLOCK A SUBDIVISION OF RECORD-recorded in document number , OFFICIAL PUBLIC (PLAT) RECORDS OF TRAVIS COUNTY, TEXAS. LOT BLOCK FURTHER BEING CONVEYED IN A SPECIAL WARANTY DEED WITH VENDORS LIEN FROM TO AS DESCRIBED IN DOCUMENT NUMBER , OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS. SAID \* FOOT WIDE WASTEWATER EASEMENT IS TO BE RELEASED FROM SAID LOT BLOCK ; AS SHOWN ON THE ACCOMPANYING SKETCH.

WORD FILE: ACRE TRACT

THE STATE OF TEXAS

COUNTY OF TRAVIS

WITNESS MY HAND AND SEAL at Austin, Travis County, Texas on

Blue Ink Signature of surveyor

Registered Professional Land Surveyor No.

TBPLS Firm No.

References:

TCAD:

STATE OF TEXAS

REGISTERED

PROFESSIONAL LAND SURVEYOR

PROFESSIONAL LAND SURVEYOR
Property Search Results > 100291 CITY OF AUSTIN for Year 2018

Property

Account

Appraisal District Parcel #
Geographic ID: 0100050401
Type: Real
Property Use Code: 
Property Use Description: 

Lot #

Legal Description: TRI OF LOT 7 FREDERICKSBURG ROAD ACRES 2
Zoning: CS
Agent Code: 

Subdivision name

Protest

Protest Status: 
Informal Date: 
Formal Date: 

Location

Property address
Address: 1903 S LAMAR BLVD
TX 78704
Mapscro: 
Map ID: 010208

Neighborhood: FORMERLY KEXMP
Neighborhood CD: _KEXMP

Owner

Current Owner
Name: CITY OF AUSTIN
Mailing Address: PO BOX 1088
AUSTIN, TX 78767-1088
Owner ID: 100073
% Ownership: 100.0000000000%
Exemptions: EX-XV

Values

(+) Improvement Homesite Value: + $0
(+) Improvement Non-Homesite Value: + $0
(+) Land Homesite Value: + $0
(+) Land Non-Homesite Value: + $75 Ag / Timber Use Value
(+) Agricultural Market Valuation: + $0 $0
(+) Timber Market Valuation: + $0 $0

(=) Market Value: = $75
(−) Ag or Timber Use Value Reduction: − $0

(=) Appraised Value: = $75
(−) HS Cap: = $0

(=) Assessed Value: = $75

Taxing Jurisdiction

Owner: CITY OF AUSTIN
% Ownership: 100.0000000000%

http://propaccess.traviscad.org/clientdb/Property.aspx?prop_id=100291
### Total Value:

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### Improvement / Building

No improvements exist for this property.

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### Deed History - (Last 3 Deed Transactions)

**Vesting Deed Information**

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