



# Plat Vacation Application

## City of Austin and Extraterritorial Jurisdiction in Travis, Williamson, Bastrop and Hays County

[DevelopmentATX.com](http://DevelopmentATX.com) | Phone: 311 (or 512-974-2000 outside Austin)  
For submittal and fee information, see [austintexas.gov/digitaldevelopment](http://austintexas.gov/digitaldevelopment)

**PURPOSE:** This application is for obtaining approval of a plat vacation within the City of Austin jurisdiction (full-purpose, limited-purpose city limits, and extraterritorial jurisdiction ETJ). For general information on plat vacations and the review procedures contact the Subdivision Review group at [DSD\\_SubdivisionReview@austintexas.gov](mailto:DSD_SubdivisionReview@austintexas.gov). A plat vacation removes entire lots from a plat. It does not remove portions of lots and does not remove or modify plat notes or any restriction dedicated on the face of the plat. A total vacation removes all lots from the plat while a partial vacation removes fewer than all lots.

This application is a fillable PDF that can be completed electronically. To ensure your information is saved, [click here to Save](#) the form to your computer, then open your copy and continue.

The application must be complete and accurate prior to submittal. ***If more space is required, submit it as an attachment to this application,*** and check the Additional Space box at the top or end of this application.

**All plat vacations (partial or total) require the signatures of 100% of the property owners of the existing, recorded plat, as required by state law (Section 212.013 of the TX Local Government Code).**

### Section 1: Project Information

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

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

Related subdivision case number(s): \_\_\_\_\_

Description of proposed plat vacation. Is this a full or partial vacation? Is there another plat underlying the current plat?

## Section 2: Applicant/Agent Information

Applicant Name: \_\_\_\_\_  
Firm: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

## Section 3: Owner Information

If more than two owners, attach additional information in a separate document.

### Owner 1

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

### Owner 2

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

## Section 4: Site Area and Vacation Information

Land Development Jurisdiction:  Full-Purpose  Limited-Purpose  2-Mile ETJ  5-Mile  
ETJ County:  Travis  Williamson  Hays  Bastrop

Do the existing lots currently have utility services, list providers:

Electric Meter: \_\_\_\_\_

Water Tap: \_\_\_\_\_

Wastewater: \_\_\_\_\_

Do the existing lots have structures? YES\_\_\_\_NO\_\_\_\_.

If yes, provide a description of the existing structures:

Will a replat application be concurrently submitted for the lot(s) being vacated?

YES\_\_\_\_NO\_\_\_\_

If yes, include the name of the proposed plat: \_\_\_\_\_

### Information Required for Submittal:

1. Complete Plat Vacation application form with all appropriate signatures.
2. Copies of the subject plat and any underlying plats.
3. Current tax certificate(s) for lot(s) to be vacated.
4. Copy of current deed(s) showing ownership of lot(s) to be vacated.
5. Submit an unsigned draft of the Plat Vacation template.