



**EASEMENT/RIGHT-OF WAY VACATION  
APPLICATION**  
Must be accompanied by a  
Master Application  
 May 2019

City of Hutto Development Services  
 500 W. Live Oak Street Hutto TX 78634  
 512-759-3479 Planning  
 512-846-2640 Permits & Inspections  
 512-759-4038 Engineering  
 planning@huttotx.gov  
 building@huttotx.gov  
 www.huttotx.gov

PROPERTY ADDRESS: \_\_\_\_\_

- TYPE OF VACATION:     DRAINAGE EASEMENT  
                                PUBLIC UTILITY EASEMENT  
                                RIGHT-OF-WAY VACATION

WILL THIS VACATION RESULT IN NEW LOT CONFIGURATION?     No     Yes, an Amended Plat application package is required.

FEES     all required fees may be provided by cash, credit card or check made payable to: City of Hutto

REQUIRED FOR SUBMITTAL

All items listed must be included with application, unless otherwise noted.

- Master application and Easement/Right-Of-Way Vacation application.
- Applicant has coordinated with planning and/or engineering staff on submittal/project/request requirements.
- Proof of ownership (copy of deed).
- Letter of intent explaining reason(s) for the request.
- Field Notes and sketch of area to be vacated by a Registered Professional Land Surveyor (8½" x 11").
- Written documentation from all affected service providers and City Engineer's Office stating that they were notified of the proposed easement/right-of-way vacation request and have no objection.
- All submittal documents provided on a CD (disk) or other compatible electronic storage device.

**ADDITIONAL REQUIREMENTS FOR PUBLIC UTILITY EASEMENT VACATION:**

- Williamson County Emergency Svcs 501 Exchange Blvd, Hutto TX 78634    512-759-2616
- City of Hutto (Engineer) 210 US 79 East, Suite 103, Hutto, Tx 78634    512-759-4022
- AT&T Texas/SW Bell (Phone) Lucy M. Cabading [LR2878@att.com](mailto:LR2878@att.com)    254-757-7818  
Anita Frank [AF2416@att.com](mailto:AF2416@att.com)    254-773-8527
- Oncor Electric Delivery (Power) Jim Krumnow [jimmy.krumnow@oncor.com](mailto:jimmy.krumnow@oncor.com)    512-244-5692  
350 Texas Ave., Round Rock, TX 78664
- ATMOS Energy ( Gas) Brad Crosswhite [Brad.crosswhite@atmosenergy.com](mailto:Brad.crosswhite@atmosenergy.com)    512-310-3801  
3110 North IH 35, Round Rock TX 78681
- Time Warner Cable Lisa Law [west-engineering-relo@twcable.com](mailto:west-engineering-relo@twcable.com)    972-537-5323  
750 Canyon Drive, Suite 500, Coppell, TX 75019

- Original signed and notarized dedication instrument including alternative drainage plan, as approved by the city engineer's office.

**ADDITIONAL REQUIREMENTS FOR DRAINAGE EASEMENT VACATION:**

- Engineering study supporting drainage easement vacation and proposal for alternative drainage.
- If the area to be vacated is within a FEMA designated floodplain then the LOMR (letter of map revision) or LOMA (letter of map amendment) must be processed and minimum finished floor elevations provided for each separate tract.
- Original signed and notarized dedication instrument including alternative drainage plan, as approved by the city engineer's office.

For Department Use Only:

| Submittal date | Date accepted for review | Payment | Fees paid | Mtg. date | Mtg. date |
|----------------|--------------------------|---------|-----------|-----------|-----------|
|                |                          |         |           |           |           |

REVIEW CRITERIA

- Approval of the vacation will not leave land adjoining the easement without utility or drainage service.
- Approval of the vacation will not leave land adjoining the right-of-way without an established public street or private access easement connecting the land with an established public street.
- Affected service providers were notified of the proposed vacation and have no objection.
- Vacations may result in new lot configuration therefore requiring an amended plat for the property. If so, an amended plat application will be required (consult with planning staff).
- It is consistent with community, neighborhood and other applicable land use and development plans.
- Resulting lots are compatible with existing and permitted land uses in the surrounding areas.
- Resulting lots preserve and/or enhance the character of Hutto.

PROCESSING

- Application intake, staff review and determination that it is complete, meeting scheduling, public notification (mailed/published/website notification).
- Notification requires 16 days prior to scheduled public meeting date.
- All final documents related to City Council action are required 10 days prior to scheduled meeting date.
- Documents are to be recorded with the Williamson County Clerk, fees may apply.

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|----------------|--------------------------|---------|-----------|-----------|-----------|
|                |                          |         |           |           |           |



MASTER APPLICATION

Must accompany all application types
Unless otherwise indicated
May 2019

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512-759-3479 Planning
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PROJECT NAME: \_\_\_\_\_ APPLICATION TYPE \_\_\_\_\_

APPLICANT INFORMATION (property owner or authorized agent) This will be the City's official contact

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

Company Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

PROPERTY INFORMATION

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

Legal Description: Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Deed Reference: Volume \_\_\_\_\_ Page(s) \_\_\_\_\_ or Document No. \_\_\_\_\_

City Limits or ETJ: \_\_\_\_\_ Current Zoning District: \_\_\_\_\_

PROPERTY OWNER INFORMATION

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

Company Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

PROPERTY OWNER CONSENT/AGENT AUTHORIZATION

By my signature I hereby affirm that I am the property owner of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the preceding information is complete and accurate, and it is understood that I agree to the submittal of this application. Additionally, my signature below indicates my awareness of the fee(s) required at the time of application submittal and that this fee(s) is non-refundable even in the event of application withdrawal or if reviewed and denied.

By signing this form, the owner of the property authorizes the City of Hutto to begin proceedings in accordance with the process for the type of application indicated on page one of this application. The owner further acknowledges that submittal of an application does not in any way obligate the City to approve the application and that although City staff may make certain recommendations regarding this application, the City Council may not follow that recommendation and may make a final decision that does not conform to the staff's recommendation.

Property Owner Signature

Property Owner Printed Name

Date

THE STATE OF TEXAS

COUNTY OF \_\_\_\_\_

Before me, the undersigned authority, 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 the same for the purposes and considerations therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ A.D.

Notary Public Signature

Notary Public Printed Name

(Seal)

If there are multiple property owners attach separate page(s) with notarized signature(s)