

POLICY PROCEDURES FOR ABANDONMENT OF STREETS AND ALLEYS

1. The applicant must submit a petition letter to the City stating the reason and intent for the abandonment. This petition must be signed by all adjoining property owners. Proof of ownership of each property owner within the limit of the abandonment should be included with this letter. **The City will also consider property owners which do not actually abut upon the street or alley to be considered for abandonment. These property owners are to be considered since they may own private easements in the portion of the street considered for abandonment by virtue of having purchased their property with reference and reliance upon plats or maps showing such streets**
2. Staff will review the request for initial feasibility. If the staff determines the request is feasible, then the process can move forward through the Planning review process.
3. This letter should be followed with a responding letter from the utility companies indicating no objections to the request. These letters should be submitted to the City Planning/ Building Inspection Departments.
4. The request for abandonment should also include a plat/map that identifies the location and physical configuration of the site. The aforementioned plat shall have the proper legal description of the property to be considered for abandonment: north arrow, scale and/or dimensions that will adequately locate and define the boundaries of the property abandoned. The plat shall also specify the acreage or square footage. Whichever is appropriate, and metes and bounds description verified by a registered surveyor or by county records (that will identify the property by a legal instrument with volume, page, etc.). ***An Administration Processing Fee of \$100 is required for all abandonment request at the time of submittal.***
5. Once the first four items are satisfied the applicant's request will be submitted to the Planning Board for review and consideration for approval. **The Planning Board review will be held in conjunction with a Public Hearing where all property owners abutting any portion of the road will be notified of the abandonment intent. Notice to property owners will be initiated ten (10) days prior to this scheduled Planning Board Public Hearing. Oppositions to the abandonment must be in writing and submitted to the Planning department on or before the date of the scheduled public hearing.**
6. If approved by the Planning Board, the request will be submitted to the City Commission for final action. Approval will consist of the formulation of an ordinance and subsequent filing with Galveston County Map records. This will complete the process for abandonment.