



LandManagement@AustinTexas.gov | Phone: 311 (or 512-974-2000 outside Austin)
For submittal and fee information, see <https://www.austintexas.gov/department/land-development-engineering>

Application Packet (documentation to be uploaded)

Introduction Letter (cover letter) – Explaining in detail the purpose and justification for the easement release request. The letter should include the following:

- Property address
- Briefly explain the purpose of the requested easement release.
- Type of easement to be released per Title of original easement dedication
- Include if the request is for a partial or a full easement release
- Explain how the easement was dedicated to the city (i.e. by Plat or Separate Instrument)

Authorization Letter – If applicant is not the owner of the property and the owner wishes to assign authorization to the applicant, the authorization portion of the application must be filled out and signed by the owner or provide an Authorization Letter signed by the property owner assuring applicant has owner's permission to act on their behalf.

Easement Release Application – A complete application (mark "N/A" for any sections of the application that do not apply).

- For existing infrastructure within an easement, it is recommended to do a preliminary assessment with the City department to determine the possible release.
- There could be electric, cable, gas, water, and wastewater lines under the proposed improvement. Hitting these lines could result in injury, property damage, or environmental consequences. Please schedule to have lines marked for free at **8-1-1**, for out of state dial **1-800-344-8377** or visit the 811 website at <https://www.texas811.org/>
- 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.

Easement Release Survey / Field Notes – An original signed, surveyor seal or stamp, with metes and bounds description or preamble (field notes) and the accompanying sketch, see the [Instructions](#) and [City Guidelines](#) to provide to your surveyor.

Application Fee – Non-refundable processing fee will be invoiced using [Austin Build + Connect \(AB+C\)](#) portal, to be paid upon initial completeness review of the application. This fee was established by Ordinance No. 910110-J (Section 12-1-952) and amended by 20180911-001 to be paid by all applicants, including governmental entities. ([Fee Schedule](#))

Property Tax ID or Parcel ID – This information can be found on your tax bill, or with the appropriate Appraisal District online. Please use the link below to download or print and upload the tax record.

- Travis County <https://www.traviscad.org/property-search/>
- Williamson County <https://search.wcad.org/>
- Hays County <https://esearch.hayscad.com/>



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Recorded Easement - Copy of the recorded easement document to be released (i.e. Plat or Separate Instrument).

Subdivision Plat – (if applicable) 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” Re-subdivision

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

New Easement Dedication Documents (if applicable)

Easement Dedication – If a new easement is to be dedicated replacing the existing easement being released or is required as part of the release, please provide all required information per the link below. If you have a site plan, work with your site plan case manager to assist with the new dedication’s recordation and provide a copy to Land Management once the recorded document is available. If you do not have a site plan, Land Management can record the new easement along with the easement release document with Travis and Williamson County. (Land Management cannot record for other counties) Click here for the available required templates for new easement dedications and required information:

<https://austintexas.gov/page/common-easement-and-restrictive-covenants>

Drainage Easement Dedication – If a new drainage easement is to be dedicated, 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, see [Drainage Easement Release information](#) or contact: 3-1-1 or (512) 978-2000

Survey / Field Notes – An original signed, surveyor seal or stamp, with metes and bounds description or preamble (field notes) and the accompanying sketch, see the [Instructions](#) and [City Guidelines](#) to provide to your surveyor.

Public Utility Easements in the Floodplain

Public Utility Easements in the Floodplain will NOT be released – Please refer to [Austin FloodPro](#) or for additional floodplain information. Please verify the floodplain status of the easement before preparing a survey or submitting an application.

S.M.A.R.T. 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 4-10-7). Please provide the certification with the application.

- Please make sure the addresses on the application, Smart Certificate and Site Plan are the same. If it is not the same, please specify in the Introduction Letter.



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.
- **Extra Territorial Jurisdiction (ETJ).** Easements within ETJ are handled by Travis County, unless the easement has been dedicated specifically to the City of Austin and not to "the public" in these areas. Please contact the [Travis County Transportation & Natural Resources Department](#) at (512) 854-9383 for more information.
- **Limited Jurisdiction (LTD)** Rights to release easements defaults to the county, the City does not have the rights to release an easement, with the exception:
The City can ONLY release PUE's if there is at least one city Utility in the PUE (i.e., Electric or W&WW, etc.).

Pedernales Electric Cooperative Easements

Pedernales Electric Cooperative (PEC). If the property is served by PEC, please contact PEC Right of Way at (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.

Drainage Easement (or any Combination of Other Easements w/ Drainage)

Drainage Easement – Before submitting a Drainage Easement Release application, please contact The [Watershed Protection Department \(WPD\)](#) to see if they are willing to release said easement partially or in full. The Watershed Protection Department and Development Services Department may require the following items be submitted for review. Delays submitting any of the requested information may hold up the review process.

- 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 building plans, engineering calculations and reports, floodplain maps, site plans, and subdivision plan.



Easement Release Application

Land Development Engineering - Land Management

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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 rejections upon the review period completion. If a written response to Land Management at LandManagement@austintexas.gov with planned intent is not received by the deadline, the file will be terminated. City will NOT place easement release requests on hold indefinitely, inactive applications will be canceled and terminated (Non-Refundable).

City will prepare and record with Travis County Clerk (in Travis County) and Williamson County Clerk (in Williamson County) easement release documents and invoice applicant for approved applications. Applicants are responsible for recording approved easement release documents for other counties.

If you have questions, please contact the Land Management Department by emailing LandManagement@AustinTexas.gov or calling the office at (512) 978-1674.

<p><u>Submit application, upload documents & pay on:</u></p> <p>(AB+C) Austin Build + Connect - Portal</p>	<p><u>USPS Mailing Address:</u></p> <p>City of Austin – PDC TPW-Land Mgmt. & LDE P.O. Box 1088 Austin, Texas 78767</p>	<p><u>Overnight, UPS, FedEx, or Walk-in:</u></p> <p>City of Austin – PDC TPW-Land Mgmt. & LDE 6310 Wilhelmina Delco Dr. Austin, Texas 78752</p>
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Department Use Only: File no:

Date:

Section 1: Owner & Vesting Deed Information

If multiple owners, please attach separate sheet.

Conveyed to (Current Owner) Name: _____ (as shown on Deed)

Owner Mailing Address: _____

City: _____ County: _____ State: _____ ZIP: _____

Email: _____ Phone: _____

Conveyed by:

Special Warranty Deed Warranty Deed Deed with Vendor's Lien Quitclaim Deed Deed without Warranty

Dated: _____ County Instrument Is Recorded in: _____

Document No: _____ or Volume _____ Page _____

Deed Records Real Property Records Official Public Records

Section 2: Easement Information

Type of Release: Full Partial

Acres: _____ Sq. Ft.: _____ By: Separate Document or Plat

Type of Easement: _____

Recorded in: Document No: _____ or Volume _____ Page _____

County instrument recorded in: _____ Type: Deed Real Property Official Public Plat

Property address: _____ City: _____ State: _____ ZIP: _____

Purpose for release:

Is this a release of easement by: Restrictive Covenants, Amendments to Restrictive Covenants or Release of Declaration of Easement? Yes No

Is there a new Easement Dedication required to replace the easement to be released? Yes No

If yes, will it be processed via a Site Plan? Yes No

If a new Easement Dedication is required, has it been recorded? Yes No

If yes, Document No.: _____ Easement type: _____

Section 3: Property Description of Area to be Release

Legal Description: _____

Subdivision Name : _____

Plat Page#: _____ Document No.: _____



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Section 4: Related Cases & Project Name (if applicable)

Existing Site Plan: Yes No If yes, File Number: _____

Subdivision Case: Yes No If yes, File Number: _____

Is this a S.M.A.R.T. Housing Project? Yes No (If Yes, attach signed certification letter from NHCD)

Name of Development Project: _____

Section 5: Applicant Information

Same as Owner

Applicant Name: _____

Firm: _____

Applicant Mailing Address: _____

City: _____ State: _____ ZIP: _____

Email: _____ Phone: _____

Section 6: Signatures and Landowner Consent

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.

Landowner's Signature:

Date:

Applicant's Signature:

Date:

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

Landowner's Signature: