



City of Jarrell
161 Town Center Blvd.
Jarrell, Texas 76537
Fax (512) 746-4593
www.cityofjarrell.com

Name: _____

Submittal Date: _____

Abandonment of Streets/Alley ways APPLICATION & CHECKLIST

INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission.
- Use the most current application from the City's website (www.cityofjarrell.com) or at City Hall.

PROCESS:

The applicant needs to complete the following application and submit to the City Manager for review. The City Manager or designee will review the application for completeness.

SUBMITTAL REQUIREMENTS:

- ___ 1. Completed application form with owner's original signature.
- ___ 2. Submittal of petition
- ___ 3. Legal description and/or field notes of streets and/or alleyways

APPROVAL PROCESS

Once the City Manager or designee has determined that the application meets all approval criteria, he or she will place the application on the next regular City Council agenda for consideration. If the application is approved, the applicant will be responsible for all fees associated with the process.

PROPERTY INFORMATION FOR ABANDONMENT:

Property Address/Area: _____	Property Acreage: _____
Legal Description: _____	Attachment (s): _____

APPLICANT INFORMATION:

Please Note: The signature indicates that the applicant or his agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

(Check One):

- ___ I, the owner, will represent this application with the City of Jarrell.
- ___ I, the owner, hereby authorize the person named below to act as my agent in processing this application with the City of Jarrell.

OWNERSHIP INFORMATION:

Property Owner: _____ **Phone:** _____ **Fax:** _____
(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.)

Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Email: _____ **Mobile:** _____

I give City Staff and elected or appointed representative's permission to visit the site described above:

Owner's Signature: _____ **Date:** _____

AGENT INFORMATION:

If an agent is representing the owner of the property, please complete the following information:

Project Agent: _____ **Phone:** _____ **Fax:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Email: _____ **Mobile:** _____

I hereby authorize the person named above to act as my agent in processing this application:

Owner's Signature: _____ **Date:** _____

I hereby attest that I prepared this application/checklist and that all information shown hereon is correct and complete to the best of my knowledge.

_____ <i>Signature</i>	_____ <i>Name (printed)</i>	_____ <i>Date</i>
---------------------------	--------------------------------	----------------------

Abandonment of Streets/Alley ways Application and Checklist Page 2 of 3

Do not write below - Staff Use Only

Accepted for Processing by: _____ Date: _____

Application complete: Yes No

If no, reason for incomplete: _____

City Council Meeting:

Application/Petition Approved: Yes No