



PETITION

CAPITAL DELIVERY

☐ Close, Vacate and Abandon (CVA) of Public Right-of-Way (ROW)

Date:

☐ Purchase of Surplus Property

☐ Other

Section 1: TYPE OF VACATION (CVA)

Type: ☐ Alley ☐ Public ROW ☐ Street

Name of Alley/ROW/Street: _____

Is the area to be vacated a: ☐ Functional ROW ☐ Only dedicated on paper

Planned use of CVA area or surplus property:

PLEASE NOTE:

- All abutting property owners must sign consent for CVAs.
- Attach detailed development plans, site plans, conception drawings, profile/elevation views.
- Metes and bounds survey of area will be required.

Is the CVA area improved? Yes ☐ No ☐

Section 2: PROPERTY DESCRIPTION OF CVA AREA OR SURPLUS PROPERTY

Appraisal District Parcel No.: _____ NCB: _____ Block: _____ Lot: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Deed Document No.: _____ or Volume: _____ Page: _____

Section 3: OWNER/PETITIONER INFORMATION

Name: _____ (as shown on Deed)

Address: _____ City: _____ State: _____ Zip Code: _____

Phone No.: _____ Email: _____

Deed Document No.: _____ or Volume: _____ Page: _____

NOTE: Attach deed of property with application. (If LLC, LTD, or CORPORATION, include Resolution of Corporate Authority documenting who is authorized to sign on behalf of the company.)

Section 4: PETITIONER'S REPRESENTATIVE INFORMATION (if applicable)

Name: _____ Firm Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone No.: _____ Email: _____



CAPITAL DELIVERY

The City of San Antonio will only use the information you provide herein to process your petition or application. The City will never sell, or ask to sell, your personal information. In some instances, your information may be shared by the City with its third-party contractors to assist in the delivery of City services. The City's third-party contractors are required to abide by the City's Data Governance and Data Security policies in the same manner as City employees.

The information you provide will be retained by the City in accordance with Texas Records Retention laws, as required for Texas State Agencies. During that time, you have the right to request to access, rectify, erase, and restrict processing of your personal information by the City of San Antonio. Also during this time, because the City is a public entity subject to the Texas Public Information Act (the "TPIA"), your personal information may be subject to a public information request. If your personal information is subject to a public information request, the City will notify you prior to releasing such information and, upon your request, will seek authority to withhold the information from disclosure under the TPIA.

By submitting this petition or application, you confirm that you understand the above paragraphs and that you have a right to refuse to provide your information. Refusal to provide the information requested, however, may result in the denial of your petition or application.

The undersigned property owner understands: **1)** This application will be handled in accordance with standard City policies and procedures. **2)** No action will be taken without (a) payment of the nonrefundable processing fee, or (b) necessary documentation. **3)** The application and fee in no way obligate the City to vacate the subject area. **4)** All documents related to this transaction and a certified check for the appraised value must be delivered to the City of San Antonio prior to placing the item on the Council Agenda for final approval. **5)** The City of San Antonio will no longer place files on hold indefinitely. Applications are valid for one year from the date of acceptance, per Municipal Code Chapter 37-2 (t). Inactive files will be closed, and the application fee will be retained by the City if deadlines are not met. These applications shall be considered null and void.

Petitioner's Signature: _____

Petitioner's Name: _____

Petitioner's Title: _____

**Date Accepted by Capital
Delivery Department:**

Staff Initials: _____

PLEASE SUBMIT COMPLETED APPLICATION, SUPPORTING DOCUMENTS, AND CHECK OR MONEY ORDER FOR THE **\$1,300.00** NON-REFUNDABLE PROCESSING FEE MADE PAYABLE TO THE CITY OF SAN ANTONIO.

Return to:

Capital Delivery Department, Attn: Real Estate Manager
P. O. Box 839966, San Antonio, TX 78283

Physical Address: City Tower, 100 W. Houston St., Street Level



ABUTTING PROPERTY OWNERS *(Required for CVA of Public Right-of-Way only)*

Owner Name(s): _____ (as shown on Deed)

Address: _____ City: _____ State: _____ Zip Code: _____

New City Block: _____ Block: _____ Lot: _____

Owner Signature(s): _____

By signing this petition, the above signed abutting property owner agrees to the closure, vacation, and abandonment of certain Public Right-of-Way as requested by the petitioner. However, this agreement is not a quitclaim of any entitlement that the abutting property owner may have in the Public Right-of-Way.

Owner Name(s): _____ (as shown on Deed)

Address: _____ City: _____ State: _____ Zip Code: _____

New City Block: _____ Block: _____ Lot: _____

Owner Signature(s): _____

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