

## DEPARTMENT OF DEVELOPMENT SERVICES

### **STREET/ALLEY, ROW CLOSURE PROCEDURES**

(Ordinance No. 18399)

The following requirements and conditions will need to be met and provided for closure of any street or alley public right-of-way within the city limits of Corpus Christi. In addition applicant should be aware that payment of fair market value of any closed street or alley right-of-way is required and that it will be a condition of the closure that all grants of public right-of-way closures be recorded in the real property Map Records of Nueces County, Texas, and that associated costs pertaining to that action, are to be paid by the applicant separately to Nueces County.

- 1) Owner(s) of the property adjacent to the parcel (public street or alley) requested to be closed, must submit request for closure in writing (in letter form) to the Development Services Department and addressed as noted below. Owners of all properties abutting the parcel (public street or alley) requested to be closed, should join in the request. If any abutting property owner does not concur with the request or cannot be contacted, a reason for their lack of concurrence or inability to be contacted should accompany the request, or be stated on the request letter. Property owners must also provide Deed Records that verify ownership for all abutting properties to the public rights-of-way proposed to be closed.**
- (2) If agent makes request, agent must state that he represents the owner(s).
- (3) State in the letter submitted the reason for the request.
- 4) As of August 1, 2007, a \$605 non-refundable payment fee is required to process the request. This amount consists of a \$530 processing fee and a \$75 fee to cover cost of legal publications and notification costs incurred by the City in publishing the required public hearing notices and mailing the notice to all property owners within 450 feet of the street or alley right-of-way requested for closure. (Revised 7-24-07, Ordinance No. 027349)**
- (5) Since the application fee is not refundable, checking with all City utilities, i.e., Water, Wastewater, Storm Water, and Gas Divisions; as well as private franchised utilities (Electric Companies, Telephone Companies, and Cable Companies) is recommended prior to submittal.
- 6) Submit a metes and bounds description (field description of RIGHT-OF-WAY), done by a Registered Surveyor, of the right-of-way to be closed. Description is to show existing ROW and the proposed portion of ROW to be closed. (Letter Size, 8½" x 11")**
- 7) Submit exhibit of survey and/or plat showing RIGHT-OF-WAY area and a LOCATION MAP showing at least two (2) major City streets. (Letter Size, 8½" x 11")**
- (8) The request is routinely distributed to all utilities, public and franchised, for comment and identification of any requirements and/or relocation costs. In the interest of expediting the request, applicant may contact the utilities and secure comments and/or requirements in writing and submit such to this office by fax. FAX NO: 826-4310
- (9) Applicant is responsible for paying for all utility relocation costs. If public utility lines, i.e. water, wastewater or storm sewer are required to be adjusted or relocated, construction plans (submitted by a professional Engineer) are required to be submitted for review and approval by the Development Services/Special Services Department.
- 10) Applicant is responsible for paying the fair market value of the RIGHT-OF-WAY to be closed. If additional RIGHT-OF-WAY will be dedicated of equal area, the fair market value may be offset. Please state this as part of the request letter and indicate set dedication on exhibit provided with request letter.**
- (11) Dedications of new public rights-of-way are to be submitted for review, acceptance, and recordation when applicable.
- 12) RIGHT-OF-WAY closure is subject to Council approval (City Council does not meet on the first Tuesday of the month) and the time period for approval of the ordinance is approximately six to eight (6-8) weeks.**
- (13) Upon City Council approval, and an Ordinance issued, all grants of public right-of-way closures must be recorded in the real property Map Records of Nueces County, Texas, in which the property is located. Prior to Building Permit approval of construction, an up-to-date survey, abstracted for all easements and items of record, must be submitted to the Director of Development Services.
- 14) Applicant is responsible for paying filing and recording fees of all grants of public right-of-way closures to be recorded in the real property Map Records of Nueces County, Texas.**

#### **SUBMIT TO:**

City of Corpus Christi  
Development Services  
2406 Leopard Street, First Floor  
Corpus Christi, TX 78408

**ATTN: Guillermo M. Medina, Engineers Assistant**  
**(361) 826-3535, Fax: (361) 826-4310**  
**e-mail address, williem@cctexas.com**