



City of *Sweetwater*
P. O. BOX 450 • 200 EAST FOURTH STREET
SWEETWATER, TEXAS 79556 • (325) 236-6313

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
200 E. Fourth Street, Sweetwater, TX 79556
Phone: (325) 236-6313 www.sweetwatertx.org

APPLICATION FOR VACATION

Please note that this checklist is intended to applicants in the preparation of submittals for staff review and are generally what is needed to facilitate the review of a right-of-way or easement vacation application. A submittal of a complete application will facilitate a timely review. Failure of the applicant to provide required information will result in application not being processed. Under special circumstances, additional items may be required by city staff for application review.

1. Applicant: _____ Email: _____ Phone: _____
Address: _____
2. Owner: _____ Email: _____ Phone: _____
Address: _____

3. Request: _____

4. Street Address or Location: _____

5. Legal Description of Property: _____

6. Tract Size: _____

7. In order that your application can be heard and considered at the next available Planning and Zoning Commission meeting, you must submit this completed application and all other information to include filling fee to the Planning and Development Services Department for processing. Due to public notice requirements, city staff will advise you of the earliest date available for consideration of your application by the Planning and Zoning Commission and City Council. The Planning and Zoning Commission regularly meets the 4th Tuesday of each month and City Council regularly meets the 2nd Tuesday of each month.

Application Fee: _____ \$300.00

SIGNATURE: _____

OWNER INFORMATION AND AUTHORIZATION:

Name: _____

Company name: _____

Address: _____

Telephone: _____ Email: _____

CHECK ONE OF THE FOLLOWING:

____ I will represent the application myself; or

____ I hereby designate _____ (name of project representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this vacation application. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this application.

I hereby certify that I am the owner of the property and further certify that the information provided on this vacation application is true and correct. By signing below, I agree that the City of Sweetwater is authorized and permitted to provide information contained within this application, including the email address, to the public. The City is also authorized and permitted to reproduce any copyrighted information submitted in connection with the application, if such reproduction is associated with the application in response to a Public Information Request.

Owner's signature: _____

Date: _____

APPLICATION FOR RIGHT-OF-WAY OR EASEMENT VACATION

Explanation of Procedures

The vacation procedure requires the Planning and Zoning Commission to make a recommendation to the City Council. The procedure for initiating a request for vacation is as follows:

1. To request a vacation change, the Applicant must:
 - a. Submit a written request to the Planning and Development Services Department, on the form provided, and
 - b. Pay a non-refundable application fee of \$300.00, which covers publication cost and U. S. postal rates for certified letter mailing to property owners in the vicinity of the vacation request.
2. City staff will review the application and visit the site to determine feasibility of the request for recommendation of vacation change to the Planning and Zoning Commission.
3. The application will be advised of the dates scheduled public hearing dates scheduled for Planning and Zoning Commission and City Council pertaining to the vacation request.
4. Publication will be submitted to the Sweetwater Reporter, and Notices posted on the Bulletin Boards at City Hall, outlining the request, legal description of the proposed property, dates of the Planning and Zoning Commission and City Council public hearing dates to consider the vacation application. Such publication must fifteen (15) days before the Planning and Zoning Commission hearing date.
5. Planning and Development Services will send develop and mail agenda and supplemental information to Planning and Zoning Commission members advising of the request.
6. Staff will locate all surrounding property owners within a 200-foot radius of the proposed vacation request, and mail out a public notice advising surrounding property owners of the request and dates for scheduled public hearings.
7. Consideration of the vacation request at public hearing will be based on the following factors:
 - a. The Planning and Zoning Commission's recommendation,
 - b. The character of the district for its particular suitability for the use requested;
 - c. The most appropriate use of the land, and
 - d. Whether the request is consistent with the City Plan.
8. The decision made by the City Council is final.