

Houston Public Works

Request for Acknowledgement of Easement Reverter

**CITY OF HOUSTON**

Requests to the Houston Public Works to acknowledge the reversion of an easement to the property owner, as stated in the dedicatory language, must include the information requested below. Providing the requested information will ensure the timely review of your request.

**Property Owner (Applicant)**

|  |  |
| --- | --- |
| Name: | Click here to enter text. |
| Signature: |  |
| Company: | Click here to enter text. |
| Address: | Click here to enter text. |
| Telephone Number: | Click here to enter text. |
| E-mail Address: | Click here to enter text. |

**Agent** *(To be completed only if you are represented by an agent)*

|  |  |
| --- | --- |
| Name: | Click here to enter text. |
| Company: | Click here to enter text. |
| Address: | Click here to enter text. |
| Telephone Number: | Click here to enter text. |
| E-mail Address: | Click here to enter text. |

**Property Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Key Map Number *(Example 193X):* | Click here to enter text. | Council District: | Click here to enter text. |
| Legal description of the property. If the property is not located in a platted subdivision, provide the name of the survey and abstract number *(Examples: Lot 5, Block 3, Western Heights Subdivision or Tracts 1A and 3C, Obedience Smith Survey, A-56):* |
| Click here to enter text. |
| Purpose of the request to revert the easement(s): |
| Click here to enter text. |

**Easement(s) Information**

|  |  |
| --- | --- |
| Date(s) recorded: | Click here to enter text. |
| Harris County Clerk’s File Number(s): | Click here to enter text. |
| Purpose of easement(s): | Click here to enter text. |
| Granted by: | Click here to enter text. |

**Information and General Instructions**

**Attachments**

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|[ ]  Copy of the original recorded instrument which dedicated the easement(s) to the City of Houston |
|[ ]  Recent property survey, if available |
|[ ]  Plat or site plan of the subject area |

**Electronic submission will expedite processing and is encouraged. Please submit a complete application, with all attachments, to** **UAS@houstontx.gov****.** **Be sure to include “Easement Reverter” and the address of the request in the subject line of the email.**

**Alternatively, you may submit reverter requests via mail to:**

Houston Permitting Center

Attention: Utility Analysis

1002 Washington Avenue, 3rd Floor

Houston, TX 77002

The applicant may be contacted at any time during the review process for additional information.

**\*\*\*PLEASE NOTE: THE REVERSION OF AN EASEMENT MAY RESULT IN AN INCREASE OF PROPERTY VALUE FOR TAX PURPOSES.**

If the easement you wish to revert crosses property you do not own, one of the following will be required:

* The abutting owner(s) will need to complete and sign a new application to be submitted **with** the Applicant’s request **-OR-**
* A notarized letter from the abutting owner(s) stating they agree with the easement reversion must be provided **with** the Applicant’s request **-OR-**
* A survey must be obtained, from a registered licensed surveyor, indicting the portion of the easement on the Applicant’s property to be reverted

**Helpful Info**

Subdivision plats and deeds may be obtained from the County Clerk’s Office, 201 Caroline, 4th Floor, Houston, Texas 77002. Call (713) 755-6411 for directions and information.

Copies of City of Houston engineering drawings and many subdivision plats may be obtained at the City of Houston Permitting Center, 1002 Washington Avenue, 2nd Floor, Houston, Texas 77002. Call (832) 394-9144 for directions and information.

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| **For office use only:** |
| Tracking Number: |  |
| CUIC Number: |  |
| Parcel Number: |  |