



# CITY OF HOUSTON

## HOUSTON PUBLIC WORKS Houston Public Works Request for Acknowledgement of Easement Reverter

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:

Signature:

Company:

Address:

Telephone Number:

E-mail Address:

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

Name:

Company:

Address:

Telephone Number:

E-mail Address:

### **Property Information**

Key Map Number  Council District:

*(Example 193X):*

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):*

Purpose of the request to revert the easement(s):

### **Easement(s) Information**

Date(s) recorded:

Harris County Clerk's File Number(s):

Purpose of easement(s):

Granted by:

## Information and General Instructions

### Attachments

- 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@houston.tx.gov](mailto:UAS@houston.tx.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, 3<sup>rd</sup> 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, indicating 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, 2<sup>nd</sup> 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: \_\_\_\_\_