



## Right of Way Vacation Information Checklist

Requesting Department: \_\_\_\_\_

Department Point of Contact: \_\_\_\_\_

Email/Phone: \_\_\_\_\_

Project Name: \_\_\_\_\_

**PLEASE NOTE THE FOLLOWING:**

- Vacation of a right of way will require payment of application fees, **and payment for the appraised value** to the City of Austin. **The project will need to budget for these expenses.**
  - **CREO does not fund alley vacations**
- CREO is required to work through **UT System Real Estate Office (REO)**, and **Office of General Counsel (OGC)** for ROW vacations
- **REO and OGC must approve any City of Austin template document**
- **A City of Austin ROW vacation can take up to 9 months**

1. **The Purpose of the ROW Vacation?** Please provide a detailed summary: (e.g. – “This vacation is for the X project. The schedule for ground breaking is “Y”. The easement needs to be in place by “Z”).  
Please also note timeframes below.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. **Is the ROW vacation required to complete a UT project?**      Yes      No  
 If “Yes”, please provide a detailed explanation:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Project Manager: \_\_\_\_\_
- Project Supervisor: \_\_\_\_\_

3. **Does UT own all property adjacent to the ROW on both sides?**      Yes      No

If “No”, please provide a detailed explanation:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



The University of Texas at Austin  
Campus Real Estate Office

Identify the Property Location with both of the following:

- Survey
- Aerial

**Will UT's plans for this ROW vacation alter or limit through traffic?** *If "Yes", please provide a detailed explanation*

Yes

No

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5. **Will any other right-of-way vacations be required for the project?**

Yes

No

*If "Yes", please provide a separate vacation checklist for each area to be vacated*

**IMPORTANT:**

Once CREO has received the following, we will place this in queue for review:

- 1) A completed copy of this checklist
- 2) A completed alley vacation application
- 3) A signed and sealed survey of the alley to be vacated. The survey must include:
  - Metes & Bounds description
  - Survey sketch
- 4) An aerial exhibit showing the location of the alley and UT's adjacent property

**Upon receipt of this completed checklist, a completed ROW vacation application, and the survey, our office will put this request in queue to visit with UT System.**