



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

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.