



## Right of Way Vacation Information Checklist

Requesting Department:

Department Point(s) of Contact:

Phone/Email:

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:

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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

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***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***