CITY OF LA PORTE
STREET AND ALLEY CLOSING APPLICATION REQUEST

Please complete page 1 of the application packet and return to the Planning & Development Department prior to the application process. Upon receipt, staff will review your request to determine if an application will be accepted by the city.

I. APPLICANT’S CONTACT INFORMATION:
NAME: ___________________________________ PHONE #: _______________________________
E-MAIL: ________________________________
MAILING ADDRESS: ________________________________

II. APPLICANT’S PROPERTY DESCRIPTION (ADJACENT TO PROPOSED STREET and/or ALLEY CLOSING):
ADDRESS: ______________________________________________________
HCAD ID NO. (13-DIGITS): _________________________________________________
LEGAL DESCRIPTION (LOT, BLOCK, SUBD.): _________________________________________

III. DESCRIPTION OF STREET/ALLEY TO BE VACATED, ABANDONED AND CLOSED:
STREET DESCRIPTION: _______________________________________________________

ALLEY DESCRIPTION: _______________________________________________________

IV. APPLICANT’S STATEMENT OF REASON FOR CLOSING REQUEST:
_________________________________________________________________________
_________________________________________________________________________
I hereby request to file a Street/Alley Closing Application under the terms of Chapter 62, Article II. “Vacating, Abandoning and Closing Streets and Alleys”, Section 62-31, et seq., Code of Ordinances of the City of La Porte.

__________________________________________  _______________________________________
Applicant’s Signature                        Date of Submission
CITY OF LA PORTE
STREET/ALLEY CLOSING APPLICATION CHECKLIST

Under the terms of Chapter 62, Article II. “Vacating, Abandoning and Closing Streets and Alleys”, Section 62-31, et seq., Code of Ordinances of the City of La Porte, the following documentation is required to accompany a street/alley closing application:

Please check each box indicating documentation included in your application submittal:

☐ 1. **Reason for Closing Request (Sec. 62-31, Item 1)** - A statement by the applicant of the reason for the request (Item No. IV of Application – Pg. 1)

☐ 2. **Official Survey (Sec. 62-31, Item 2)** - A survey, showing the street or alley sought to be vacated, abandoned and closed, or portion thereof by a licensed Texas public surveyor, drawn to a scale of not less than one inch equals fifty (50) feet. Survey must include legal description and full metes and bounds description for area of property sought to be vacated, abandoned and closed

☐ 3. **Attorney Opinion Letter (Sec. 62-31, Item 3)** – An opinion letter by a duly licensed state attorney that the applicant has good fee simple title to the property adjacent and contiguous to the street or alley, or portion of a street or alley, south to be closed, shall be attached to such application. **In addition, there shall be attached to such opinion letter, either original or photo copies of the recorded instrument vesting fee simple title in the applicant, and an original or photo copy of the owner’s title policy issued by a reputable title insurance company doing business in the county, guaranteeing the title to the applicant’s adjacent property.**

☐ 4. **Application Fee (Sec. 62-31, Item 4 & Sec. 62-32, Item a)** – A cashier’s check made payable to “City of La Porte” in the amount of $300.00 for each separate street or alley, or portion of a street or alley sought to be closed.

☐ 5. **Exhibit “A” - Hold Harmless Agreement (Sec. 62-31, Item 5)** - A statement waiving any personal claims for damages against the City and further agreeing to save and hold harmless the City from any other claims that may arise against the City in vacating, abandoning and closing any street or alley or portion thereof. **Notarization required.**

☐ 6. **Exhibit “B” (Adjacent Property Owner’s Consent/Hold Harmless Agreement)** – Written statement from any and all property owners whose property lies adjacent to such street or alley with a waiver of claims for damages. **Notarization required.**

☐ 7. **Six Month Withdrawal Statement (Sec. 62-31, Item 6)** - A statement by the applicant that the application shall be considered withdrawn if all required actions under Section 62, Article II, of the City of La Porte Code of Ordinances has not been completed within six months from the date of written notification by the City to applicant that the application is administratively complete.

☐ 8. **Letter of “No Objection” from each of the City’s Franchised Utility Companies**

  ☐ a. Centerpoint Energy
  ☐ b. AT&T / Southwestern Bell
  ☐ c. Comcast
EXHIBIT "A"
(Applicant Hold Harmless Agreement)

Date: __________________________

City of La Porte
Planning & Development Department
604 West Fairmont Parkway
La Porte, Texas 77571
Attn: City Planner

I have filed an application with the City of La Porte to permanently vacate, abandon, and close the following public right(s)-of-way within the City of La Porte.

Description of Right-of-Way (Street Name): ________________________________________________________________

Description of Alley (Block/Subdivision): ________________________________________________________________

I am the current owner of the property described below:

1. Property Address (if available): ________________________________________________________________

2. Harris County Appraisal District Tax ID No.: ________________________________________________________________

3. Property Legal Description (Lot, Block, Subd.): ________________________________________________________________

This letter constitutes my written consent to vacating, abandoning and closing of the above described public right-of-way by the City of La Porte. I hereby waive any personal claims for damages against the City of La Porte and further agree to save and hold harmless the City from any other claims that may arise against the City in vacating, abandoning, and closing the above described public right(s)-of-way.

Printed Name of Applicant  Applicant’s Signature

Applicant’s Mailing Address

The State of __________________________  County of __________________________

Before me, __________________________, a notary public, on this day personally appeared __________________________, known to me (or proved to me on the oath of __________________________) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this __________ day of __________________________, A.D., ________________.

Notary Public Signature

Notary Public Printed or Typed Name

Commission Expiration Date
EXHIBIT "B"
(Adjacent Property Owner Hold Harmless Agreement)

Date:________________________

City of La Porte Planning & Development Dept. 604
West Fairmont Parkway
La Porte, Texas 77571
Attn: City Planner

It is my understanding that (Applicant’s Name)________________________________________desires to file an
application with the City of La Porte to permanently vacate, abandon, and close the following street right(s)-of-way and/or alley(s):

Description of Right-of-Way (Street Name): ________________________________________________

Description of Alley (Block/Subdivision): ________________________________________________

I am the current owner of the property described below:

1. Property Address (if existing): ___________________________________________________________

2. Harris County Appraisal District Tax ID No.: _____________________________________________

3. Legal Description (Lot, Block, Subdivision): _____________________________________________

This letter constitutes my written consent to vacating, abandoning and closing of the above described public right-of-way by the City of La Porte. I hereby waive any personal claims for damages against the City of La Porte and further agree to save and hold harmless the City from any other claims that may arise against the City in vacating, abandoning, and closing the above described public right(s)-of-way.

☐ I authorize conveyance of the above-described right(s)-of-way in its entirety to the applicant listed above.

☐ I desire to participate in this application and obtain that portion of the right(s)-of-way adjacent to my property.

Printed Name of Adjacent Property Owner ___________________________ Signature of Adjacent Property Owner ___________________________

Adjacent Property Owner Mailing Address

The State of ________________________________ County of ________________________________

Before me,________________________________________, a notary public, on this day personally appeared __________________________, known
to me (or proved to me on the oath of __________________________) to be the person whose name is subscribed to the
foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this __________ day of ________________________, A.D., ____________.

________________________________________________________
Notary Public Signature

________________________________________________________
Notary Public Printed or Typed Name

Commission Expiration Date
APPLICANT’S SIX-MONTH WITHDRAWAL STATEMENT

I______________________________________________ (Applicant’s printed name) understand that my Street and Alley Closing Application will be considered withdrawn if all required actions under Sec. 62 Article II of the City of La Porte Codes of Ordinances has not been completed within six months from date of written notification by city to applicant, that the application is administratively complete.

______________________________________________ Applicant’s Signature

______________________________________________ Date
CITY OF LA PORTE
FRANCHISED UTILITY COMPANY CONTACTS

All applications require consent from the City’s franchised utility companies stating “No Objection” to your specific request. Please note that additional fees may be required from these companies to process your request.

CENTERPOINT ENERGY:

Rosemary Valdez, CAP
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Surveying & Right-of-Way
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AT&T:

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