

CITY OF MCKINNEY

# RIGHT-OF-WAY VACATION AND ALLEY ABANDONMENT REQUIREMENTS & CHECKLISTS



ENGINEERING

221 N. TENNESSEE STREET, MCKINNEY, TEXAS 75069





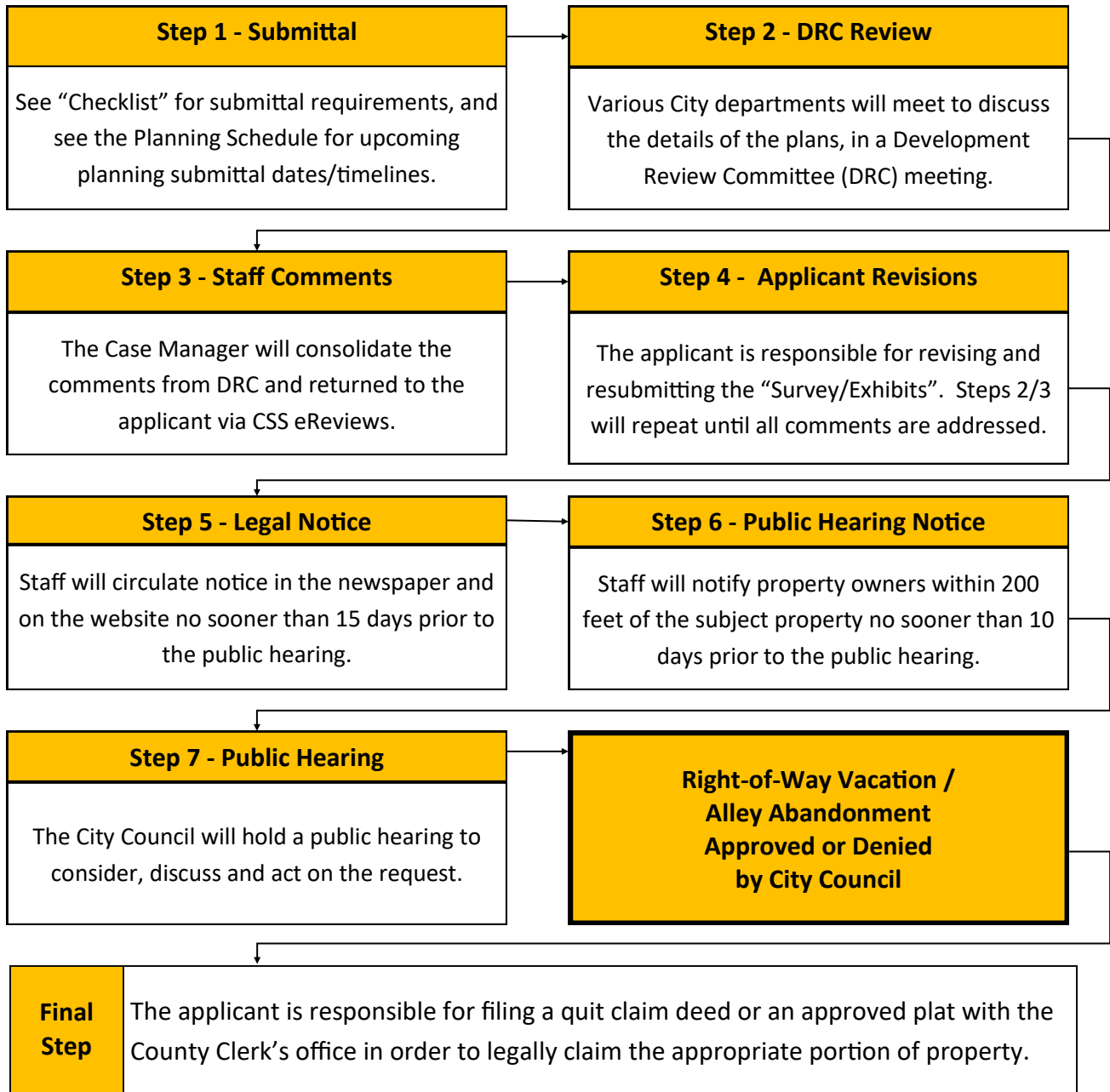
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This publication can be made available upon request in alternative formats, such as, Braille, large print, audiotape or computer disk. Requests can be made by calling 972-547-2694 (Voice) or email

[contact-ada.compliance@mckinneytexas.org](mailto:contact-ada.compliance@mckinneytexas.org). Please allow at least 48 hours for your request to be processed.

# PROCESS FLOWCHART



Contact the Engineering Department for more information:  
972-547-7475 / [Contact-Engineering@mckinneytexas.org](mailto:Contact-Engineering@mckinneytexas.org)

# ROW VACATION/ALLEY ABANDONMENT CHECKLIST



Please go to the Citizen Self-Service Portal at [www.mckinneytexas.org/css](http://www.mckinneytexas.org/css) and apply for a "Plan" > "ROW Vacation or Alley Abandonment". You will also need to submit the following documents through the CSS portal.

- APPLICATION FEE:** \$500.00 - MasterCard or Visa only through CSS portal
- ROW VACATION/ALLEY ABANDONMENT SUPPLEMENTAL INFORMATION FORM:** must be completely filled out and signed by person requesting the alley/street to be abandoned/vacated (separate .pdf file)
- ALLEY/STREET CLOSING PETITION** must be completely filled out and signed by ALL property owners with lots adjacent to alley/street to be abandoned/vacated (separate .pdf file)
- LETTER OF INTENT:** must be signed (separate .pdf file)
- SURVEY EXHIBIT:** formatted and scaled to a letter or legal page size (separate .pdf file)
- METES AND BOUNDS DESCRIPTION** *submitted in a separate file* (Word document preferred)

**Note:** Petition must be signed by legal owner of property and not the tenant.

## \*\*\*\*Please Note\*\*\*\*

The plans' files sizes should be as small as possible to allow for easy downloading and viewing from the internet.

Each plan type should be its own file. For example: a multiple page site plan can be consolidated into a single file but a site plan and landscape plan should not be consolidated into a single file.

Once complete, payment and all documents listed above shall be submitted through the CSS portal.

Contact the Engineering Department for more information:  
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## Application Submittal through CSS

1. Make sure you have a registered account in CSS and log into your account.
2. In the top menu next to “Dashboard”, click the “Apply” drop-down and select “Plans” and click on “All”.
3. Scroll down the list and click on “Apply for the “Right of Way: ROW Vacation or Alley Abandonment”.
4. Fill out the information including; Description, Property Location and Contact.
5. Attach all required documents including:
  - ROW Vacation/ Alley Abandonment Supplemental Information Form (PDF)
  - Survey and Exhibits (PDF)
  - Metes and Bounds Description (Word)
  - Letter of Intent (PDF)
  - Alley and Street Closing Petition (PDF)
6. Click “Next” and then click “Submit”. A case number will be assigned and you will receive an e-mail with instructions on how to proceed.

## Submitting Digital Revision Files through eReviews in CSS

1. Once you have received an email indicating plan revisions are necessary, please submit revisions through the eReviews link under the eReviews tab in CSS.
2. Upon receipt of the revisions, staff will begin review and return comments within 3 business days.

## Important Notes for All Digital Submittals CSS

1. If you assistance with CSS, please visit our [“How-to Guides”](#) or contact the Engineering Department at 972-547-7475.
2. Plan must be submitted through eReviews. Please do not email plans to staff as they will be unable to accept them.
3. Different case type submittals (i.e. preliminary/final plat, and site plans for the same project) should be submitted through the individual case number in CSS and eReviews. Please note that failure to do so may result in processing delays.
4. When submitting plans through eReviews, only PDF files are accepted.



## **RIGHT-OF-WAY VACATION/ALLEY ABANDONMENT REQUESTS:**

- Provide the acreage of alley/street being abandoned.
- Describe, in detail, the location of the alley/street:  
Example: approximately (distance) feet South of (street name), approximately (distance) feet North of (street name), approximately (distance) feet East of (street name), and/or approximately (distance) feet West of (street name).
- Specify the name of the subdivision in which the alley/street is located, if applicable.
- Reason(s) for the proposed abandonment.
- Special considerations.
- The Letter of Intent must provide the signature and contact information of the owner or application.

Contact the Engineering Department for more information:  
972-547-7475 / [Contact-Engineering@mckinneytexas.org](mailto:Contact-Engineering@mckinneytexas.org)

# ALLEY/STREET CLOSING PETITION



WE, THE UNDERSIGNED PROPERTY OWNERS AS INDICATED, ARE REQUESTING THE CLOSING OF AN ALLEY AT: \_\_\_\_\_

FOR THE FOLLOWING REASONS: \_\_\_\_\_

## LIST OF ADJACENT PROPERTY OWNERS:

SIGNATURE	PRINT Name	STREET Address	LOT Number	BLOCK Number	ADDITION Name

# FREQUENTLY ASKED QUESTIONS



## A. Basic Street and Circulation System

1. Is any portion of the basic street system (essential streets) involved?
2. Will the change or closing reduce intersection frequency or the basic streets and thereby improve traffic movement and safety?
3. Can any portion of the right-of-way involved be exchanged for the widening or extension of an essential basic street?

## B. Utilities

1. Do any utility lines, including electric poles and gas lines, exist in the subject street or alley?
2. Is any utility construction planned and/or financed within the subject street or alley?
3. Can a utility easement be retained and still permit the change in use where utility lines exist?
4. Is future utility change, rerouting or reconstruction planned which would permit the abandonment or removal of existing utilities?

## C. Drainage

1. Does the street or alley in question now carry significant amounts of surface water during periods of heavy runoff?
2. Is the street or alley likely to be needed for surface drainage purposes including any future storm sewer?
3. Will the retention of a drainage easement suffice to protect the public interest in the drainage function?
4. Are drainage improvements planned which would eliminate a drainage function related to the subject street or alley?

## D. Local Access

1. Is the subject street or alley essential for primary access to any separately owned parcel of land along it?
2. Does an alternate method of access exist or can an alternate access arrangement be created?
3. Would acquisition or consolidation of a problem parcel eliminate the access question and is such action feasible?

## E. Relation to Adjacent Owners

1. Will the creation of a separate building site affect adjacent owner's use of their property?
2. Should a proposed street and alley abandonment or closing be divided between adjacent owners as contrasted to being conveyed to one owner?
3. Does any proposed building site meet the zoning standards as to area, setback, access, and yards?

## F. Municipal Operations and Objectives

1. Does the proposed street or alley change or closing further the overall objective of creating a more functional street system and a more efficient land use arrangement?
2. Will the proposed change improve the local residential unit by discouraging through traffic movements and creating safer streets?
3. Will the requested change eliminate a problem area, eyesore, or similar objectionable feature in a residential area?
4. Will the closing or change of a street or alley adversely influence solid waste collection in the particular area involved?



# ROW VACATION/ALLEY ABANDONMENT SUPPLEMENTAL INFORMATION



## LOCATION INFORMATION:

General Location: \_\_\_\_\_

Existing Survey Name and Abstract No.: \_\_\_\_\_

Existing Addition Name: \_\_\_\_\_

Total Acreage: \_\_\_\_\_

Parcel ID Number: R-\_\_\_\_\_

## PRIMARY PETITIONER INFORMATION:

Petitioner Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Parcel ID Number of Primary Petitioner: R-\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## APPLICANT INFORMATION (IF DIFFERENT FROM PRIMARY PETITIONER):

Applicant Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I will represent the application myself; or

I hereby designate \_\_\_\_\_ (applicant above) to act as my agent for submittal, processing, representation, and/or presentation of this application. The designee shall be the primary contact person for this application.

**I hereby certify that I am the owner of the property and certify that the information provided within this application is true and correct. By signing below, I agree that the City of McKinney is authorized and permitted to provide information contained within this application, including the email address, to the public and in response to a Public Information Request.**

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TITLE HERE

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