

Closure, Vacation and Abandonment Process

Interested in closing, vacating and abandoning a Public [Right of Way](#) (ROW), i.e. streets, alleys, etc.? In order to do this you may want to consider the following issues and items; and beyond that is a review of the process. It should also be understood that an approved closure would then be subdivided between all abutting property owners involved and property taxes would be payable on the acquired portion. First and foremost is that all abutting property owners must be in agreement (100% participation) to the closure, vacation and abandonment of a ROW and will be required to sign a petition; otherwise, applications cannot be accepted.

Property Variables to Consider:

- Partial closures are prohibited
 - The entire ROW within a block must be closed
- Conveyance of property would be by ordinance
 - This is recorded at the Bexar County Deeds and Records Office
- ROW may have to be retained as an easement
- ROW will have to be platted if developed
- Attendance at the reviewing hearings may be required
- Total processing time may be 4 to 5 months

Items needed:

- Application/petition and processing fee
 - Forms are provided upon request
- Survey and appraisal fees
- Sign and recordation fees
- Property deeds
- Discretionary Contracts Disclosure forms
- Consideration (value of property)

Closure, Vacation and Abandonment Process

The request is canvassed to other interested City Departments and agencies; this phase takes about 30 days. If these entities consent to the closure, vacation and abandonment of the ROW, then a survey and appraisal of the subject [Right of Way](#) will be needed. Upon receipt of these two items, a Letter of Agreement will be prepared specifying any conditions imposed from the canvassing and will also include the consideration (value of property) to be paid. This letter is to be executed by all concerned applicants and returned along with the consideration, property deeds and Discretionary Contracts Disclosure forms. Thereafter, signs must be posted (if deemed necessary) and notices sent to all property owners within a 500' radius of the Right of Way advising of the proposed closure. Finally, the item is scheduled for hearings with the [Planning Commission](#) and City Council for consideration.

 In general it is unlawful to block, barricade, or in any way prohibit access to or within a [Right of Way](#) or build over any portion thereof until the City of San Antonio has approved its closure, vacation and abandonment. The standards set forth in Chapter 37 of the City Code and other applicable Municipal Code sections govern the process for closure, vacation and abandonment. Any individual or entity who utilizes a ROW for personal benefit or gain may be subject to fines and criminal penalties.

This regulation is applicable within the San Antonio City Limits.

Location:

Municipal Plaza Building
[Capital Improvements Management Services](#)
114 W. Commerce St., Room 207
Hours: Monday – Friday 7:45 to 4:30
(210) 207-7370

Key Staff:

[Marcia Orlandi](#), Real Estate Manager
[Martha Almeria](#), Management Analyst
[Jesse Quesada](#), Management Analyst

How do I get started?

A petition must be submitted with the applicable processing fee along with an exhibit of the specific area. The petition must state the location of the affected  [Right of Way](#) and the purpose and scope of its use, as well as property info and signatures of all abutting property owners affected by the proposed closure.

Review Process:

Phase one: The canvassing process begins with distribution of the request for the closure, vacation and abandonment of the Right of Way and exhibit(s) to about twelve reviewing Departments and agencies for assessment of the possibility of closure. If there are issues or concerns, petitioner will be contacted for further details. If all Departments/agencies are agreeable to the proposed closure, then processing will continue and petitioner will be advised and asked to obtain a survey and an appraisal of the proposed closure. If the request is denied, the project is terminated at this point. However, the applicant will be notified and given the opportunity to contact the denying entity(s) for possible resolution.

Phase two: Upon receipt of the survey and appraisal, a Letter of Agreement is prepared, which incorporates any conditions imposed by the canvassed Departments/agencies as well as the consideration (value of property) of the proposed closure. Petitioner signs the Letter and returns it along with a check for

the consideration, copies of the property deeds and Discretionary Contracts Disclosure forms.

Phase three: Thereafter, signs (if deemed necessary) are posted at the proposed closure and notification letters sent to all property owners within a 500' radius of the proposed closure. Notification letters announce the proposed closure and invite recipients to convey their favor or disfavor with the closure.

Phase four (approval): Finally, the item is then scheduled for hearings with the Planning Commission and City Council for consideration. The closure, vacation and abandonment of a ROW becomes effective 10 days after City Council approval.

The  [Planning Commission](#) meets every second and fourth Wednesday of the month at 2:00 PM in the Board Room of the Cliff Morton Development and Business Service Center, 1901 S. Alamo. The deadline for scheduling items on the agenda is close of business by the Monday two weeks before the scheduled meeting.

The City Council meets every Thursday of the month (except the fourth) at 9:00 AM in the City Council Chambers of the Municipal Plaza Building, 114 W. Commerce. The deadline for scheduling items on the agenda is close of business by the Tuesday two weeks before the scheduled meeting.

Phase five (final): An ordinance is produced reflecting City Council authorization; which is recorded for public record at the Bexar County Deeds and Records Office. A copy is then provided to the applicant(s).

Agencies Who May be Involved:

City of San Antonio

[Environmental Services](#) (home page)

[Fire Department](#) (home page)

[Historic Preservation](#) (home page)

[Parks and Recreation Department](#) (home page)

[Development Services Department](#) (home page)

[Police Department](#) (home page)

[Public Works Department](#) (home page)

Other Agencies

[Bexar Metropolitan Water District](#) (home page)

[City Public Service Energy](#)

[Neighborhood Associations](#) (home page)

[San Antonio River Authority](#) (home page)

[San Antonio Water Systems](#) (home page)

[Texas Department of Transportation](#) (home page)

[VIA Metropolitan Transit](#) (home page)

How the Closure, Vacation and Abandonment Process Works:

[Flow Chart](#)

Cost:

\$500.00