

# CITY OF COTTONWOOD SHORES

3808 Cottonwood Drive, Cottonwood Shores, Texas 78657

Phone # (830) 693-3830 • Fax # (830) 693-6436

Website: [www.cottonwoodshores.org](http://www.cottonwoodshores.org)

Email: [admin@cottonwoodshores.org](mailto:admin@cottonwoodshores.org)



**To apply for a lot combination or public utility easement relinquishment within the limits of Cottonwood Shores you will need the following:**

1. Fill out and “**Agenda Item Request**” to be presented to a City Council Meeting.

The following items must be supplied before the presentation to the Council Meeting.

2. Fill out and complete the Public Utility Easement Relinquishment / Replat Process Form.

3. Items needed with the “**Agenda Item Request**” are as follows:

- a. Paperwork from Burnet Central Appraisal District / Taxes showing:
  - i. Property Details
  - ii. If Taxes are Current
  - iii. Location of Property
  - iv. Ownership of Property

Some of this information can be obtained online at Burnet CAD.

- b. From Google Map
  - i. Map showing where property is located.
  - ii. Draw where the new structure will be located (if Building)

- c. Survey of Property(s) being combined

4. Payment of Fee: The fee for a relinquishment of an easement is \$ 100.00 + \$ 50.00 per each lot line.

\*\*\* This fee must be paid before it will be placed on the agenda\*\*\*

5. Submit all paperwork to the city for pre-approval. If all paperwork is submitted and fees are paid. The paperwork will be processed.

6. The City will make up a Work Order and the Inspector will check out the lots for underground lines, etc. and it will then be forwarded to the Council.

7. The Request for relinquishment(s) will be placed on the next available agenda for their acceptance and approval or denial.

8. If the council approves or denies the relinquishment of easement(s) you will receive notification via mail.



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Website: [www.cottonwoodshore.org](http://www.cottonwoodshore.org)  
 Email: [court@cottonwoodshores.org](mailto:court@cottonwoodshores.org)

## AGENDA ITEM REQUEST

I hereby request the following subject be placed on the Agenda for the next Regular Meeting or Special Called Meeting of the City Council of Cottonwood Shores, Texas:

Date of next Regular Meeting: \_\_\_\_\_

I would like for this to be on the Agenda if a Special Meeting is Called: \_\_\_\_ Yes \_\_\_\_ No

Subject to be Addressed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Informational  
 Presentation: Yes \_\_\_\_ No \_\_\_\_

Required  
 By Council: Yes \_\_\_\_ No \_\_\_\_

Name(s) of Requestor: \_\_\_\_\_

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

\_\_\_\_\_

Phone No: \_\_\_\_\_

Requestor \_\_\_\_\_ Date \_\_\_\_\_

Received by City Employee \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ am/pm

# City of Cottonwood Shores

## PUBLIC UTILITY EASEMENT (PUE) RELINQUISHMENT AND REPLATTING PROCESS

### LOT INFORMATION:

Lot Numbers: \_\_\_\_\_

Section(s) / Subdivision(s): \_\_\_\_\_

Address: \_\_\_\_\_ Cottonwood Shores \_\_\_\_\_ Texas \_\_\_\_\_ 78657

Legal Owner(s): \_\_\_\_\_

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

(Address) (Apt/ #s) (City) (State) (Zip Code)

Res Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

### APPLICANT MUST CHECK BOX A OR BOX A AND B:

**A**  Desire to relinquish PUE easement

**B**  Desire to construct a building over existing easement(s)

### A Requirements to be provided to CWS (no replat required)

- 1 Completed Agenda Item Request Form
- 2 Reason for PUE request
- 3 Property description (map, survey, location)
- 4 Evidence of ownership
- 5 Pay fees (Calculated at \$100.00 + \$50.00 for each lot line)

After requirements are provided, City will issue a work order to have easements inspected, all information will be presented at the next Council meeting \*you or an authorized representative must be in attendance\*.

*Council will determine if request is to be granted. A formal letter of their decision regarding the easement relinquishment will be mailed to applicant.*

### B Requirements to be provided to CWS with Items 1-5 above (replat required)

- 1 Indicate where property/structure will be located (on map)
- 2 Structure must conform to existing CWS Ordinances i.e., setbacks, zoning and building
- 3 Copy of the replat from Burnet County

After requirements are provided, City will issue a work order to have easements inspected, all information will be presented at the next Council meeting \*you or an authorized representative must be in attendance\*.

*Council will determine if request is to be granted. A formal letter of their decision regarding the easement relinquishment will be mailed to applicant.*

**NOTE: PUE EASEMENT ABANDONMENT WILL NOT BE EFFECTIVE UNTIL COPY OF REPLAT FROM BURNET COUNTY IS PROVIDED.**

Official Use Only

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Date Denied

\_\_\_\_\_  
Affiant for City