



September 20, 2022

Mr. Joe Smith
ABC Properties, LLC
123 Main Street, Suite 100
Houston, Texas 77005

CONTACT LETTER

Subject: Abandonment and sale of Park Street, from Blue Avenue west to the east property line of Lot 22, located within the West End Subdivision. **Parcel SY23-000**

Dear Mr. Smith:

The Joint Referral Committee (JRC) has reviewed and approved your request for the abandonment and sale of the subject property interests, subject to your completion of the requirements necessary to proceed with the transaction and final approval thereafter by City Council. We ask that you signify your acknowledgment and acceptance of these requirements by signing and returning to our office the attached "Acknowledgment and Acceptance Statement" (Attachment 1) within 10 business days from the date of this letter. You may also choose not to accept the requirements or proceed with the transaction.

This letter is your notice of the requirements to proceed with the abandonment request. As you begin work on the requirements below, use this Contact Letter as needed for permits, plan and profile review or any other city process that requires evidence you are fulfilling the requirements to complete a JRC transaction.

Should you choose to proceed, you must complete these requirements within 30 days from the date of this letter. An extension may be granted based upon your written request stating the business need for the extension. The requirements to proceed with the transaction are listed below and should be pursued simultaneously. Processing one requirement at a time will prolong the time needed to complete this transaction.

1. You must submit an \$2,800.00 nonrefundable deposit by cashier's check payable to the City of Houston as follows:
 - (a) \$300.00, an amount representing the \$300.00 minimum fee required for the abandonment of a public land interest, and
 - (b) \$2,500.00, an amount equal to the City's estimated appraisal fees.

Should the appraisal fees be greater than estimated, we will contact you about the additional required deposit amount. If the transaction is concluded, the deposit will be applied toward the consideration. Otherwise, the City will retain the deposit to cover its operating expenses.

2. You must submit a survey map and field notes of the abandonment parcel to City of Houston Employee at city.employee@houstontx.gov. For parcel identification, please refer to the Parcel Map (Attachment 2). The survey map(s) and field notes must be signed and sealed by the surveyor responsible for the map(s) and field notes. All maps must be submitted in PDF format and a minimum size of 11"X17". For more information please contact the Survey Section at (832) 395-2382 and/or refer to the attached JRC Approval – Survey Checklist (Attachment 3).

Upon receipt of the required deposit as listed in Item 1 and the approved electronic survey map and field notes of the affected property as listed in Item 2, we will request the appraisal. You should continue processing the other requirements enumerated in this letter while the appraisal is being completed.

3. You must obtain a letter of no objection from each of the privately-owned utility companies for the rights-of-way being abandoned and sold. Please see the attached list of privately-owned utility companies (Attachment 4). A plat or clear description of the property should accompany your written request.
4. You must submit an original statement of ownership letter from an attorney-at-law (Attachment 5). The letter must include a copy of the documents conveying title to the property owner. Attached is a sample letter to assist you in complying with this requirement.
5. You must:
 - (a) Cut, plug, and abandon the 6-inch sanitary sewers from two (2) manholes (Manhole Numbers SB158056 and SB158056B) of the 6-inch sanitary sewer located in Park Street west to their terminus.
 - (b) Relocate any existing sanitary sewer connection(s) on the 6-inch sanitary sewers to be abandoned to the 8-inch sewer in Park Street.

The forgoing items must be completed at no cost to the City and under the proper permit obtained separately and exclusively for public rights-of-way and easements independent of private development. Please provide all contractors with a copy of this letter to obtain the proper permits.

For specific instructions concerning these requirements, you may contact Gilbert Portillo in the Office of the City Engineer at (832) 394-9546.

- (h) Keep Real Estate Services informed of the activities undertaken to satisfy these requirements.
- (i) Provide City Employee with copies of the permits documenting the construction approvals.

6. You must:

- (a) Prepare drawings that show the public utility (sanitary sewer) that is being abandoned, relocated, and/or constructed as part of this project.
- (b) Submit the drawings to the Office of the City Engineer for plan review and approval. Plan approval must be obtained prior to construction.
- (c) Attach a copy of the contact letter to the plan set when it is submitted for plan review.
- (d) Provide a copy of the Certificate of Final Completion (Attachment 6) completed by your project manager and signed by the City Engineer or his designee. For specific instructions concerning this requirement, you may contact Gilbert Portillo in the Office of the City Engineer at (832) 394-9546.

7. You must submit a separate cashier's check in the amount of \$640.00 payable to the City of Houston for the depreciated value of the sanitary sewer line and manholes to be abandoned.

Once the subject abandonment parcel has been surveyed and appraised, an Offer Letter will be forwarded to you that will include the requirement to pay the balance of consideration and listing any outstanding items from the requirements above. Once you have completed the requirements listed in this letter and the Offer Letter, Real Estate Services will process a Request for Council Action (RCA) requesting City Council approval of an ordinance effecting the final abandonment and sale of the City's property interest.

Should you have any questions, please contact City Employee, Sr. Real Estate Analyst, Real Estate Services, at (832) 395-3000.

Sincerely,

Acting Assistant Director - Real Estate Services
Capital Projects
Houston Public Works

COH:res
coh\sy23-000clsc.doc

- 6 Attachments
1. Acknowledgment and Acceptance Statement
 2. Parcel Map
 3. Survey Instructions
 4. Private Utility Companies
 5. Sample Statement of Ownership Letter
 6. Certificate of Final Completion

cc: Applicant
Planning and Development Department
The Office of City Engineer
Survey Section

Acknowledgment and Acceptance Statement

Subject: Abandonment and sale of Park Street, from Blue Avenue west to the east property line of Lot 22, located within the West End Subdivision. **Parcel SY23-000**

I hereby acknowledge and accept by evidence of my signature that the requirements set forth in the attached City of Houston letter dated September 20, 2022, are required to continue the subject transaction and I (we) do wish to proceed/do not wish to proceed with the transaction (**circle one**).

Your response is required within ten business days from September 20, 2022.

Applicant's signature

(Date)

Printed name

Agent's signature

(Date)

Printed name

Please return to:

Attn: City of Houston Employee
Real Estate Services
Houston Public Works
611 Walker, 19th Floor
Houston, Texas 77002
Fax: (832) 395-3139
Email: city.employee@houstontx.gov