



# CITY OF HOUSTON



## Houston Public Works Guidelines for Requesting an Easement Reverter

**THIS DOCUMENT IS NOT LEGAL ADVICE, NOR IS IT TO BE INTERPRETED OR CONSTRUED AS LEGAL ADVICE IN ANY WAY.**

This information is provided as a courtesy to property owners to assist them with requesting an easement reverter from the City of Houston in a timely manner. An application to request an easement reverter is to be processed as follows:

1. Submit the following: a) the “Request for Acknowledgement of Easement Reverter” application; b) the instrument that dedicated the easement; and c) a survey, site plan or plat (showing the easement location) to Utility Analysis. Email the requested documents to [UAS@houstontx.gov](mailto:UAS@houstontx.gov). The survey, site plan or plat will be used to locate the easement in the field. If there are any issues with the documentation submitted, you will be contacted to amend the documentation.
2. Once all required documents are received, your request will be evaluated to determine if it can be processed through the easement reverter process. If allowed, Utility Analysis will complete an Affidavit for your request. The dedicating instrument, survey, site plan or plat and the Affidavit will be sent forward for processing. However, if your request is not allowed, you may be directed to the Joint Referral Committee (JRC) to submit your request.
3. Once processed, the Director of Houston Public Works will sign and notarize the Affidavit and attachments. They will then be sent to the Real Estate Branch to be recorded. You will receive a copy of the completed Affidavit and attachments from the Real Estate Branch.

Please refer to the “Easement Reverter Flowchart” to learn how the Affidavit and attachments submitted are processed. You may contact the following for information if you have questions during the processing of your request:

Utility Analysis: [UAS@houstontx.gov](mailto:UAS@houstontx.gov) or Danika Bilbro (832) 394-8990

Real Estate Branch: Donna Brackett (832) 395-3118 or Johnny Alfred (832) 395-3139

Legal Department: Ondrea Taylor (832) 393-6280