



JRC Best Practices Tips

- For street, alley, and utility easement abandonment requests, written approvals from the private utility companies are required for processing the request. To expedite processing, submit these approvals with your JRC abandonment application. Contact information for the private utility companies can be found here: [Private Utility Company Contacts](#)
- A survey will be required for processing all abandonment requests. If possible, please submit your survey with your JRC application. A copy of our survey instructions may be found here: [JRC Survey Instructions](#)
- Schedule a meeting with a member of the Real Estate Branch to review proposals before submitting a formal JRC abandonment application. This meeting should assist in identifying potential issues that could arise with your particular request that can slow down processing time. City personnel may be able to offer recommendations for adjustments to the application prior to being submitted.
- For street and alley abandonment requests, please be aware that your request will be subject to a 30-day sign posting period in order to notify the public of the abandonment.
- Submit a site plan with your JRC abandonment application if you are planning to construct anything on/around the proposed abandonment area.
- Schedule a meeting with the Real Estate Branch once the JRC approves your application. The agent handling your request will be able to review all of the requirements for your transaction with you and your agent, and may be able to offer suggestions on how to expedite your request.
- All applications must be complete before they will be accepted by the Real Estate Branch. For a list of required items/documents required for your application, please click here: [JRC Application Checklist](#)