



**Purpose**

These guidelines establish the fees for the abandonment of public rights-of-way and/or easements including multiple rights-of-way and/or easements being considered in one application. They also establish the process and fees for extending an abandonment approval if not finalized within the stipulated time period. These guidelines are based on the Phoenix City Code, Chapter 31, Article V – Abandonment of Public Rights-of-Way and Appendix A.2, Part 11 – Civil Engineering Abandonment Fees.

**Abandonment Fees**

The abandonment process involves either a formal or an informal method for considering the feasibility of removing the public rights-of-way and/or easements from city of Phoenix jurisdiction. Fees charged for all abandonment applications are based on the method used. Additional fees will be charged based on the complexity of multiple abandonment requests being considered in one application.

**A. One Abandonment Request on an Application**

**Formal** Requires a public hearing to vacate previously purchased or dedicated right-of-way, either in full or part, subject to relocating utilities or retaining utility easements.

Any street or alley	\$1,930
Individual single family residential parcel	\$1,075

**Informal** Abandonment of previously dedicated easement. No public hearing required to vacate all or part of the easement. \$875

**Abandonment Consideration Fee**

Non-single family zoned ROW	the greater of \$500 or Fair Market Value (FMV) <sup>1</sup> of abandoned right-of-way
Single family residential zoned ROW	\$1per sq. ft. for 1 <sup>st</sup> 500 s.f., \$0.10 per s.f. thereafter; or FMV of abandoned right-of-way, as determined by City <sup>2</sup>

- Notes:** <sup>1</sup> If the area to be abandoned is within or adjacent to an established redevelopment area, consideration may be given in determining the FMV.  
<sup>2</sup> For the area to be abandoned, consideration may be given to the transfer of ongoing property maintenance responsibilities in determining the Abandonment Consideration Fee.

**B. Complex and Multiple Abandonment Requests on the Same Application**

A “complexity fee” shall be charged at the time of application for the abandonment of each additional right-of-way or easement considered for multiple abandonments submitted for the same site. The complexity fee shall be charged in addition to the formal or informal application fee that is due.

A complexity fee may also be added for extensive title and research as determined by the city of Phoenix Finance Department (Real Estate).

Multiple abandonment complexity fee	\$150 for each additional abandonment
Title and research complexity fee	\$150 per hour, minimum \$150 (1 hour), as determined by city Real Estate staff

If easements and/or rights-of-way are not connected, even on the same parcel, then separate application submittal fees will be assessed.

**C. Appeal of Abandonment or Waiver to City Council**                      \$1,050

**Extension of Time on Abandonment Approval Process**

The process followed for extending the time stipulated to complete an abandonment depends on whether a formal or informal approval process was used.

**Formal**

- The time stipulated in the public hearing to complete the stipulations of the abandonment application shall be met. If the time stipulation cannot be met by the applicant, then an extension of time may be requested.
  
- A request for an extension of time established in a public hearing shall be submitted to the Planning and Development Department in writing. The Planning and Development Department shall notify the public by posting the site and stating the request for an extension. All parties involved in the public hearing of the abandonment request shall be notified of the extension request by e-mail and requested to respond within 30 days.
  
- The Abandonment Hearing Officer, upon review of the responses received regarding the requested time extension, shall approve or deny the request. If the request for an extension of time is approved, the time limit specified by the Abandonment Hearing Officer shall become final upon payment of the extension fee.

**Informal**

- A request for an extension of time for the abandonment of an easement(s) that is not reviewed in a public hearing shall be submitted to the Planning and Development Department in writing. The Planning and Development Department shall notify all parties involved in the abandonment case by e-mail and request that they respond with any comments within 30 days. If no comments are received, then a one year extension shall be granted upon payment of the extension fee.

**Extension of Time on Abandonment Approval Fee**

Extension of Time Fee ..... \$300