

City of Rock Hill – Project Management
P.O. Box 11706
757 S. Anderson Rd. (29730)
Rock Hill, SC 29731-1706



Utility Easement Abandonment Request

Applicant Name: _____

Applicant Address: _____

Phone: _____ Fax: _____ Email: _____

Project Name: _____

Project Location: _____

Explain the need for the abandonment of the utility easement:

Attach plat showing existing easement and area or portion of easement to be abandoned clearly identified.

Process

1. Submit easement abandonment request to the Right of Way (ROW) Agent. ROW Agent reviews and determines if request is feasible. If feasible, applicant is notified and should proceed by submitting the Utility Easement Abandonment Request form and plat along with any construction documents (civil plans, building plans, etc.) to the Planning and Development Department.
2. The Utility Easement Abandonment Request and construction documents are routed to the appropriate City departments for review. Applicant will receive an email notification when the review is complete.
3. Once the request and construction documents are approved the ROW Agent will put together an abandonment package. The package will include the existing easement documents and the proposed abandonment exhibit and documents. The ROW Agent will forward the package to the City Attorney explaining the reason for the abandonment. A check for \$500 is required at this time and should be sent to the ROW Agent, made payable to the City of Rock Hill.
4. The City Attorney will present the abandonment to City Council for two different readings. At the 2nd City Council meeting the abandonment will be read again and voted on by City Council. If approved, an Assignment will be signed by the City Manager.
5. The ROW Agent will have the Assignment recorded and a copy will be sent to the Applicant.

Contact: Curtis Anthony, Right of Way Agent
Ph. 803.325.2627, Email: Curtis.Anthony@cityofrockhill.com