



**REQUEST TO VACATE EASEMENT OR RIGHT OF WAY**

RETURN FORM ALONG WITH OTHER REQUIRED DOCUMENTS TO:

Huntsville Utilities Engineering Services, M2E2  
112 Spragins Street  
Huntsville, Alabama 35801

OR BY EMAIL: eengsvc@hsvutil.org

Person Making Request: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ City & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Location of Property:** Lot \_\_\_\_\_ Block \_\_\_\_\_ Plat Book \_\_\_\_\_ Page \_\_\_\_\_

Subdivision: \_\_\_\_\_

Street Address: \_\_\_\_\_

Is the area located in the city limits of Huntsville? Yes \_\_\_\_\_ No: \_\_\_\_\_  
(If area is not located in Huntsville, we will send to the appropriate City or County government)

**Reason for Vacating:**

( ) Existing encroachment ( ) Planned encroachment ( ) Combining lots ( ) Other

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ALL ITEMS BELOW MUST BE DONE BEFORE REQUEST WILL BE ACCEPTED FOR REVIEW**

- Please attach (4) copies of a drawing/survey showing the area(s) you wish to be vacated
- Please show encroachment dimensions, north arrow, and be as specific as possible.
- Highlight the area(s) you wish to be vacated.

The City or County agency, not Huntsville Utilities, will do official vacation of the Easement or Right-of-Way. Huntsville Utilities only determines if this easement or Right-of-Way is needed by Huntsville Utilities Electric, Gas, or Water Departments, and will forward by mail that information to the appropriate City or County agency on your behalf or you may pick it up.

\*\*Delivery Preference: (mark one) Mail \_\_\_\_\_ Pickup \_\_\_\_\_

\*\*Will be mailed if neither is marked

\_\_\_\_\_  
Signature of Person Making Request

\_\_\_\_\_  
Date

