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[www.diamondhead.ms.gov](http://www.diamondhead.ms.gov)

## ABANDONMENT OF DRAINAGE AND UTILITY EASEMENT PROCESS

### Required submittal documents\*:

- Transmittal letter addressed to the Building Official requesting the abandonment of certain drainage and utility easements (length and width) for a particular parcel of property for a specific purpose i.e. the construction of a single family house. Provide the address and legal description of the property. Provide contact information. i.e. phone and e-mail address.
- Provide a warranty deed.
- Provide a legal survey signed and sealed by a licensed registered land surveyor depicting all easements.
- \*The Diamondhead Water and Sewer District (DWSD) has a separate process to abandon a utility easement. Please contact the DWSD at 228-255-5813 for more information.

### ABANDONMENT PROCESS

- Submit to the Building Department the required submittal documents.
- The Building Department will transmit your documents to the City of Diamondhead Public Works Department and the Coast Electric Power Association for their comments regarding the need for existing and future services.
- After receipt of their recommendations if it is to approve the abandonment request, the Building Department will submit a resolution to the Mayor and City Council for their consideration and action based on the submission deadline for agenda.
- Upon approval of the resolution by the Mayor and City Council, the Mayor and City Clerk signed the resolution.
- The Building Department will notify the applicant to pick up the signed original resolution and have it recorded in the Hancock County Chancery Clerk's office.
- The applicant will return the original recorded resolution to the Building Department.