



VACATION OF: RIGHT OF WAY, PUBLIC EASEMENT, STREET, ALLEY APPLICATION

PLANNING DEPARTMENT

\$300.00 one-time Administration Fee

SECTION 1:

Please indicate which vacation application you are applying for by placing an "X" next to the application type.

RIGHT OF WAY STREET PUBLIC EASEMENT ALLEY

_____ PLANNING CASE NO _____ PLANNING COMMISSION DATE/TIME
_____ DATE FILED _____ CITY COUNCIL DATE/TIME
_____ OTHER PUBLIC HEARING DATE/TIME

SECTION 2:

APPLICANT: _____ PHONE NO.: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SECTION 3:

EXPLAIN THE PROPOSED REQUEST:

REASON FOR THIS REQUEST:

HAS THE PRESENT APPLICANT PREVIOUSLY SOUGHT TO SUBDIVIDE, REZONE, OBTAIN A VARIANCE OR A CONDITIONAL USE PERMIT ON THE SUBJECT SITE OR PART OF IT? YES* NO

***IF YES:**

WHEN? ___/___/___

WHAT WAS REQUESTED?

WHAT WAS THE OUTCOME OF THE REQUEST?

CHANGES MADE IN PLAN SINCE CONCEPT WAS APPROVED:

SECTION 4:

Is a petition being submitted? *YES NO

If yes, submit the petition with this application. Refer to the instruction sheet for petition requirements.

SECTION 5:

WILL A ZONING CHANGE BE REQUIRED? YES (If yes, complete and submit appropriate application) NO

WILL A VARIANCE BE REQUIRED? YES (If yes, complete and submit appropriate application) NO

WILL A CONDITIONAL USE PERMIT BE REQUIRED? YES (If yes, complete and submit appropriate application) NO

SECTION 6:

PROPERTY OWNER: _____ **PHONE NO:** _____

STREET ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

AGENT HAVING CONTROL OVER LAND: _____ **PHONE NO.** _____

STREET ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

SURVEYOR: _____ **PHONE NO.** _____

STREET ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

CONTRACTOR _____ **PHONE NO.** _____

STREET ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

ENGINEER: _____ **PHONE NO.** _____

STREET ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

SECTION 7:

This application must be completed in full and be typewritten or clearly printed and must be accompanied by all information and plans required by applicable City Ordinance provisions. Before filing this application, you should confer with the Planning Department to determine the specific ordinance and procedural requirements applicable to your application.

**VACATION OF:
RIGHT OF WAY, PUBLIC EASEMENT, STREET, ALLEY
INSTRUCTIONS:**

VACATION FEES:

\$300.00 one-time Administration Fee

Applicant must file seven (7) copies and a legal description and certified survey of the street, alley, or public easement to be vacated.

PETITION INSTRUCTIONS:

A complete petition must include the following information:

- Reason for the request (at the top of the petition)
- Each property owner's first and last name
- Each property owner's address
- Each property owner's telephone number
- Each property owner's signature