



# Vacation

PROPERTY INFORMATION	
Property Address	
Parcel ID Number	
OWNER INFORMATION	
Owner Name	
Owner Address	
Owner Phone	
Owner Email	
APPLICANT INFORMATION	
Applicant Name	
Applicant Address	
Applicant Phone	
Applicant Email	

VACATION REQUEST	
<input type="checkbox"/>	Drainage and Utility Easement
<input type="checkbox"/>	Right-of-Way
<input type="checkbox"/>	Other Easement

**OWNER'S STATEMENT**

I am the owner of the above described property and I agree to this application. By signing this application, I certify that all fees, charges, utility bills, taxes, special assessments and other debts or obligations due to the city by me or for this property have been paid. I further certify that I am in compliance with all ordinance requirements and conditions regarding other city approvals that have been granted to me for any matter. (If the owner is a corporation or partnership, a resolution authorizing this action on behalf of the board or partnership must be attached.)

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**Signature**

**Date**

**APPLICANT'S STATEMENT**

This application should be processed in my name and I am the party whom the city should contact about this application. I have completed all of the applicable filing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct.

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**Signature**

**Date**

## SUBMITTAL REQUIREMENTS

City code outlines various items which must be submitted and considered as part of vacation applications. The following items must be submitted for a vacation application to be considered complete. **All plans and written information submitted as part of this application is public information that may be used in written reports and distributed to the public.**

<b>Application Fee</b>	\$800.00 unless part of a “Consolidated Development Application” or when a “Complexity Surcharge” is required. Consult with Planner to determine exact fees.
<b>Legal Description of Property</b>	A full legal description of the existing property, as documented on property deed or certificate of title, must be submitted.
<b>Legal Description of Vacation</b>	A full legal description of the area to be vacated must be submitted
<b>Easement Documents</b>	If the easement to be vacated was not dedicated by plat, the original documents creating the easement must be submitted.
<b>Registered Survey</b>	A survey identifying all existing property lines, rights-of-way, paved areas of adjacent streets, public and private easements, buildings, and driveways must be submitted. <b>The survey must also clearly identify the area to be vacated.</b>
<b>Written Statement</b>	A written statement must be submitted describing the intended use of the property.
<b>Other Items As Required</b>	City staff may require that additional items be submitted for full review of a vacation application.

**Eight Copies of all plans must be submitted.**

**If plans larger than 8.5” by 11” are submitted:**

- 15 copies of such plans must be submitted;
- Plans must be folded to a size no greater than 8.5” by 14”
- One 8.5” by 11” reduction must be submitted.

## **ADDITIONAL INFORMATION**

In addition to the submittal requirements, please note:

- The vacation will include fees outside of this application, including fees for surveying, engineering, title work, legal work, and County recording fees.
- At its discretion, the city may require an outside consultant review the proposed application and provide written comment. Such consultants may include: a traffic engineer, telecommunications engineer, water resources engineer, landscape architect, forester, or appraiser. If the city requires such review and comment, the applicant must provide cash escrow to the city to cover the cost of the review. City staff will notify applicants that such review is required prior to hiring the consultant(s).

## **PROCESS**

- A property owner or their representative completes a vacation application and submits this application with all required documents to the Planning Division.
- The city sends public hearing notification to: (1) owners of all property within the plat in which the vacation is being requested; (2) all local utility companies.
- City staff reviews the submitted application and documents and prepare a written report recommending either approval or denial of the vacation request. The written report is forwarded to the applicant or their representative and the City Council.
- The City Council holds a public hearing on the vacation request. During the public hearing: (1) staff makes its recommendation; (2) the applicant or their representative have an opportunity to address the commission; (3) area residents are given an opportunity to ask questions and speak for or against the request. Following the public hearing the City Council discusses the vacation and votes to approve or deny the request.
- By state law, a final decision on a vacation request must be made within 120-days of submittal of a complete application. An applicant may waive this 120-day time limit.