

XX. RIGHT-OF-WAY VACATION

In order to process vacating a Public Street or easement, the applicant needs to submit the following items:

1. Letter requesting vacation from all abutting property owners.
2. Current title report for all abutting properties.
3. Map showing area to be vacated (8½” x 11”, including vicinity map).
4. Legal description of area to be vacated.
5. Map clearly showing all lots within one block of vacation with owners’ names.
6. List of names and addresses of all abutting property owners within one block of vacation.
7. Vacated public right-of-way is to be physically closed within six months of adoption of Council Resolution of Vacation *. If applicable, the applicant shall submit:
 - A. Statement of how the closure shall be secured (bond, deposit).
 - B. Statement of plan showing what construction will be required to implement the closure.
8. Processing Fee is charged to a Private Job Account.
9. Complete attached environmental information form.

* If the physical closure of the right-of-ways is not completed within the time period, the vacation resolution will become null and invalid.