

STREET & ALLEY VACATION REQUEST
\$225.00

(For Office Use Only)

Date received: _____

Fee: _____

Planning Commission Hearing Date: _____ Recommendation: _____

City Council Hearing Date: _____ Ordinance # _____

Date Notices Sent: _____

Name of Applicant: _____

Physical Address: _____

Mailing Address: _____

Legal Description of Property: _____

Please provide the following supporting documents:

1. A list of all property owners and their mailing addresses within 400' of the requested vacation:
2. State specifically why you are asking for this vacation.
3. The request for vacation shall be made by all of the owners of lots within that portion of the overall plat sought to be vacated. List all owners and have original signatures of all owners.
4. Copies of all filed deeds showing ownership.

A public hearing will be held at the first reading of the ordinance for the requested vacation. A notice shall be sent to all property owners within 400' of the requested vacation.

The following are the procedures for processing a street or alley vacation request.

- a. Review the request with the City Staff. At this point, you will receive the necessary forms and instructions for filling out and filing said forms.
- b. The Planning Commission meets the fourth Thursday of the month. By ordinance, a legal notice regarding the request must be sent to all property owners within 400' prior to the public hearing. Our office requires submission of all completed material at least twenty-one (21) days prior to the meeting date in order to meet his publication requirements. There will be no exception from the twenty-one (21) day filing deadline date.

- c. **The petitioner and/or a designated representative must be present at the public hearing to give testimony and answer questions regarding the request. If no one is present at the hearing, the request may be denied at the discretion of the Board.**
- d. All public hearings are held by the City Council in the City Council Chamber, 240 Lincoln Street, starting at 6:00 p.m.

Applicant

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