



# Vacation of Right-of-Way Checklist

**APPLICATIONS WILL BE PROCESSED ONLY IF ALL  
REQUIRED ITEMS ARE SUBMITTED.**

Petitioner Check-in		City Check-in
	<p><b>Two (2) sets of the following:</b></p> <ol style="list-style-type: none"> <li>1. Written narrative describing the request for a vacation of right-of-way and why it would be in the public best interest to vacate said right-of-way.</li> <li>2. Names, addresses, and signatures of abutting property owners</li> <li>3. Certificate of survey indicating right-of-way to be vacated and related legal description(s)</li> <li>4. Any additional information requested by the Community Development Director</li> </ol>	
	<b>Cash fee: \$150.00</b>	
	<b>Completed application form</b>	

ALL PLANNING & ZONING APPLICATION FEES ARE IN ADDITION TO LEGAL, ENGINEERING AND ASSOCIATED COSTS.