

APPLICANT INFORMATION

| | | |
|---------------|----------------|------|
| Name: | Business Name: | |
| Address: | City: | ZIP: |
| Phone Number: | Email: | |

CONTRACTOR AND ENGINEER INFORMATION

| | | |
|------------------|--------|--------|
| Contractor Name: | Phone: | Email: |
| Engineer Name: | Phone: | Email: |

OWNER INFORMATION (IF DIFFERENT THAN THE APPLICANT)

| | | |
|----------|----------------|------|
| Name: | Business Name: | |
| Address: | City: | ZIP: |

SURVEYOR INFORMATION

| | | |
|----------------|----------------|----------------|
| Surveyor Name: | Phone: | Email: |
| Address: | City/State/Zip | Business Name: |

ENGINEER INFORMATION

| | | |
|----------------|----------------|----------------|
| Engineer Name: | Phone: | Email: |
| Address: | City/State/Zip | Business Name: |

TYPE OF VACATION (CHECK ALL THAT APPLY)

| | | |
|---------------------------------------|--|---------------------------------|
| <input type="checkbox"/> Right-of-Way | <input type="checkbox"/> Public Easement | <input type="checkbox"/> Street |
| <input type="checkbox"/> Alley | <input type="checkbox"/> Other _____ | |

DESCRIPTION AND REASON FOR THE PROPOSED REQUEST

IS A PETITION BEING SUBMITTED

| | |
|---|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, submit a petition with this application. Refer to the instructions sheet for petition requirements. | |

WILL A ZONING CHANGE, VARIANCE, OR CONDITIONAL USE PERMIT BE REQUIRED?

| | |
|---|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, please provide a summary of the request(s) below: | |
| | |

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.

A determination of completeness of the application will be made within ten business days of application submittal. A written notice of application deficiencies shall be mailed to the applicant within fifteen business days of application.

This is to certify that I am making application for the described action by the City and I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name, and I am the party whom the City should contact regarding any matter pertaining to this application. I have attached a copy of proof of ownership (either copy of Owner's Duplicate Certificate of Title, Abstract of Title, or Purchase Agreement), or I am the authorized person to make this application and the fee owner has also signed this application.

I will keep myself informed of the deadlines for submission of material and the progress of this application. I further understand that additional fees may be charged for consulting fees, feasibility studies, etc. to proceed with the study. The documents and information I have submitted are true and correct to the best of my knowledge.

The city hereby notifies the applicant that development review may not be completed within 60 days due to public hearing requirements and agency review. In that instance, the city will notify the applicant that the city will require a 60-day extension for development review. Development review shall be completed within 120 days unless the applicant approves additional review extensions.

I hereby agree to reimburse the city for all expenses beyond the filing fee cost incurred reviewing and processing the application materials submitted.

Signature of Applicant

Title

Date

Signature of Property Owner

Title

Date

Signature of Fee Owner

Title

Date

Application received on: _____ Fee Paid: _____ Receipt No: _____

INSTRUCTIONS FOR VACATION RIGHT OF WAY, PUBLIC EASEMENT, STREET, OR ALLEY

Applicants must file 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