

**VACATION
APPLICATION CHECKLIST**

Applications will be processed only if all requested items are submitted

Prior to filing an application for a vacation, the applicant shall attend a conference with City staff. The application shall include the following:

(1) Completed Application Form submitted a minimum of six (6) weeks prior to the desired City Council meeting date.

Why six weeks?

- Staff research time.
- City Attorney’s office review of the request and legal descriptions.
- Lead time to publish notice of public hearing in the City’s official newspaper per State Statute.

(2) Evidence of ownership or an interest in the property.

(3) Application fee to include the following:

Type	Fee
Vacation	\$300
Document Recording Escrow (Additional recording fees may apply)	\$85
Property Owners’ List within 500’ of subject property (City to generate, fee determined at pre-application meeting)	\$3 per address

(4) Site survey showing the following:

- a. Legal description of the property.
- b. House, deck, patio, driveway, accessory structure locations.
- c. Proposed vacation area.
- d. All public and private utilities within the property.
- e. Proposed easements, such as perimeter drainage and utility easements, drainage and utility easements over public and/or private utilities, etc.
- f. Legal descriptions of proposed easements.

(5) Statement of need for vacation and basis for not preserving the easement or right-of-way for future use.

(6) Owner/Applicant must contact Gopher State One Call at 811 or (651) 454-0002 to request location of public and private utilities within the proposed vacation area. Owner/Applicant must notify the Engineering Department when the locates will be completed.