



Vacation of Subdivision Plat or Public Right-of-Way Application Requirements

Submittal Checklist

General Requirements	
<input type="checkbox"/>	General Applicant and Owner Acknowledgement form
<input type="checkbox"/>	Project Statement identifying the following: <ol style="list-style-type: none"> 1. A clear description of the proposed vacation; and 2. A Justification based on the review criteria addressing why the proposed project should be approved.
<input type="checkbox"/>	Vacation Plat or Vacation Sketch. The subdivider shall file a vacation plat on all land proposed for reversion to acreage, or vacation of a dedicated public street or alley unless determined by the Manager of City Planning and the City Engineer that a vacation plat is not required. If a vacation plat is not required, the subdivider shall submit a vacation sketch, conforming to the requirements of City Planning, and shall indicate at the time of submission whether or not existing easements are to be retained and if so, whether they are drainage or utility easements.
<input type="checkbox"/>	Mineral Estates Owner Notification Certification Affidavit
<input type="checkbox"/>	Pre-Application Meeting Summary from the assigned City Planner
<input type="checkbox"/>	A legal description of the area proposed for vacation with the area in square feet of that which is sought to be vacated.

Plan Contents

All plans should be neat, clear, legible and drawn to a standard Engineer's scale. Inaccurate, incomplete, and poorly drawn plans may be rejected. Plans must not exceed 24 in. x 36 in. and should be folded no larger than 9 in. x 14 in. with the lower right-hand corner exposed.

Overall Page Layout	
If vacation plat is submitted: the vacation plat must include the following information	
▪	Name of subdivision at the top of the sheet, followed by a subtitle identifying the Section, Township and Range information along with City, County and State.
▪	Indication of standardized scale, both fractional and bar (i.e. 1" = 20')
▪	Note the sheet number in the lower right-hand corner (i.e. 1 of 10, 2 of 10, etc.)
▪	Date of preparation
▪	North arrow
▪	Sheet Size. The sheet size shall be 24" x 36" including ½" border with 'landscape' orientation. North may be oriented from +90° to -90° of 'True North'.
▪	Legal Description - An accurate and clear legal description of the overall boundary of the area to be vacated with the acreage noted. All courses in the legal description shall be shown and labeled on the plat drawing, with all bearings having the same direction as called out in the legal description. The only exception being where more than one description is required, going a different direction over the same course. The direction shall then hold for the description having more weight (i.e., the overall boundary) for purposes of the plat. If both record and 'as-measured' dimensions are being used, show both and clearly label on the plat drawing. Point of commencement and/or Point of Beginning shall be clearly labeled on the plat drawing.
▪	Vicinity Map showing the site.
▪	Surveyor's Statement by a registered land surveyor to the effect that the plat to be vacated is a recorded plat.
▪	Certificate for execution by each of the following or their appointed representative(s):
○	City Planning Director
○	City Engineer



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	○ Utilities Executive Director
	○ City Clerk and Mayor
	○ County Recorder
▪	Boundary lines. The boundary lines with accurate distance and bearing, the exact location and width of all existing or recorded streets intersecting the boundary of the tract.
▪	Dimension, relative bearing, curve data. Show the length of all arcs, internal angles and points of curvature.
▪	Easements. All existing drainage and utility easements as recorded, subject to reservation of easements for existing drainage and utility installations.
▪	Lots, blocks and Identification system. All lines of lots, blocks, identification system and other parcels of land as recorded.
▪	Streets. The plat shall show the right-of-way lines, widths, locations and street names of all streets as recorded within, and immediately adjacent to the property being vacated.
▪	Inundation Mark. If the property is within a designated FEMA flood hazard area, show the 100-year floodplain line. Also reference the FEMA panel number as a plat note.
▪	Owners signature
▪	Notary Statement acknowledging the execution of the plat by the owner before a notary public

If vacation sketch is submitted: the vacation sketch must include the following information	
▪	Subdivision name.
▪	A clear and accurate property legal description of the overall area to be vacated with the total area noted.
▪	Date of preparation, scale and north arrow.
▪	Vicinity map showing the site.
▪	All lines of lots, blocks, identification system and other parcels of land as recorded.
▪	Show all existing drainage and utility easements as recorded, subject to reservation of easements for existing drainage and utility installations.
▪	Show the right of way lines, widths, locations and street names of all streets as recorded within and immediately adjacent to the property being vacated. Include the location of any improvements within the right of way.

Review Criteria

VACATION OF SUBDIVISION PLAT OR PUBLIC RIGHT-OF-WAY REVIEW CRITERIA:

The vacation of right of way is solely at the discretion of the City Council. An application for vacation of public right of way may be approved by City Council only if the request complies with the following criteria:

1. The right of way is no longer needed for public transportation purposes;
2. The vacation will not adversely impact use of the right of way for public utility and/or drainage purposes;
3. The vacation will not adversely impact the uniform width of the remaining portions of the public right of way along the block frontage for which vacation is sought;
4. Access to lots or properties surrounding the public right of way will not be adversely affected; and
5. The vacation is consistent with the purpose of this Subdivision Code.