

**GUIDELINES FOR SUBMITTAL OF APPLICATION FOR CLOSING/VACATING AN EASEMENT(S), RIGHT-OF-WAY(S), AND/OR VACATION OF PLAT**

Include the following information with application, incomplete applications will not be processed:

- A. Parcel number (required), (obtained from County Tax Bill)
- B. Detailed description of reason for request (attach detailed letter)
- C. Legal description and address of the subject property;
- D. Legal description of entire easement and/or public right-of-way;
- E. Legal description of the portion of the easement and/or right-of-way requested to be closed or vacated;
- F. Survey depicting the entire property, entire easement/right-of-way, and portion to be closed and/or vacated.

Items C, D, E: Provide digital version in WORD format.  
Item F: Provide digital version in PDF, JPG or TIF format

All documents with legal descriptions must have stamp and original signatures of licensed Land Surveyor.

*All signatures, seals, and stamps must not encroach into the margins on documents.*

Fee: See Manual of Fees

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CITY STAFF TO COMPLETE THIS SECTION

DATE REC'D: 3-13-15 REC'D BY: ME FEE: 8

PROJECT NAME (IF APPLICABLE): \_\_\_\_\_

TRACKING #: \_\_\_\_\_

CITY COUNCIL DATE: \_\_\_\_\_

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Received Date  
(Date Stamp Here)