

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

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)