

VACATION APPLICATION

Return to:

Department of Community Development
City of Shoreview
4600 North Victoria Street
Shoreview, MN 55126
(651) 490-4680

TYPE OF PUBLIC INTEREST(S) REQUESTED FOR VACATION:

Street Right-of-Way/Easement: _____

Alley Right-of-Way/Easement: _____

Drainage and/or Utility Easement : _____

Legal Description: _____

APPLICANT:

Name: _____

Address: _____

Telephone No: _____ (Daytime) _____ (Home)

Fax No: _____ E-mail: _____

APPLICANT'S SIGNATURE: _____ **DATE:** _____

Date Received by City: _____

Received by: _____

FILING REQUIREMENTS

THE FOLLOWING ITEMS MUST BE SUBMITTED:

1. Completed application form.
2. A map that clearly shows the exact location of the street, alley or easement to be vacated. **One** folded and collated copy shall be submitted of the plan sheets, on 11"x17" half-scale prints for use by the Planning Commission and City Council. **One** 8 1/2"x11" reproducible print shall be submitted for each required sketch, drawing, or plan. **Four** 20"x30" copies of each plan sheet for staff review.
3. A legal description of the street, alley or easement to be vacated.
4. A statement describing the intended use of the property once the public interest is vacated. If the vacation is proposed as part of a development proposal, application must also be made for appropriate approvals.
5. A filing fee of \$200.00, (make check payable to City of Shoreview), and a check for \$46.00 made payable to Ramsey County to cover the county recording fee. Please provide separate checks for the recording and the filing fees. If a vacation request is denied, the check for the recording fees will be returned.

NOTES

1. An application cannot be accepted until each of the filing requirements listed above has been satisfied.
2. The purpose of requiring the data referenced in the filing requirements is to permit the City to thoroughly evaluate your proposal relative to City ordinances and policies. Refusal to provide the requested information may jeopardize approval of your request. Information submitted with this application will be made available to anyone who may request it.
3. The City of Shoreview recommends that you discuss your proposal with the adjoining property owners before you submit this application. In so doing, you may reduce the time required by the City to act on your proposal.

