



## Vacation Application Requirements

All of the following information must be submitted. Once the application has been submitted with the appropriate fees, staff will review for completeness. Applications will be scheduled for public meetings only if all required items are submitted. The applicant will be notified within 15 business days as to whether or not the application is complete. Once the application is deemed complete, the 60-day statutory review period will begin. The City may extend the review period an additional 60 days if necessary to complete the review process.

- \_\_\_\_\_ 1) A completed and signed Land Use Application Form.
- \_\_\_\_\_ 2) A non-refundable fee and an escrow deposit.
- \_\_\_\_\_ 3) One (1) full size set, three (3) reduced (11x17) sets, and an electronic (PDF) format at the time of submittal.
- \_\_\_\_\_ 4) For vacation of an easement, the legal description of the subject easement must be submitted.
- \_\_\_\_\_ 5) Information, both written and graphic, that describes the reason for, and location of, the proposed vacation.

The Vacation request will be scheduled for a public hearing before the City Council. All affected property owners will be notified by mail, by the City, of the public hearing date and time.

This handout is intended to provide a *summary* of the submittal requirements. It is the responsibility of the applicant to know the applicable land use regulations. Please see the Baxter City Code for a complete, detailed listing of requirements. Vacation procedures can be found in Title 7 (Public Ways and Property) of the City Code. If you have any questions about these requirements, please contact City Hall to speak with the Zoning Administrator.