

STREET/ALLEY CLOSING APPLICATION

Case Number _____

Date _____

Name of Applicant _____

Address _____

Street

City

State

Zip Code

Phone Number _____ Home _____ Work _____

CONTENTS OF PETITION:

No petition for closing or vacating a street, avenue or alley or for a quitclaim deed to same will be considered unless it is under oath, signed by all abutting or affected land owners and contains the following:

1. The name and address of each adjoining land owner.
2. A certification from an attorney stating that everyone signing the petition is a bona fide abutting property owner, and that they constitute all of the abutting or affected property owners to the street or alley described in the petition.
3. A map or plat showing the street or alley proposed for closing or to be conveyed by quitclaim deed and the affected surrounding properties.
4. A legal description of the entire street, avenue, alley proposed for closing.
5. Quitclaim deeds, including a legal description, conveying to the adjoining land owners their portion of the street, avenue or alley proposed for closing.
6. A written certification from all public utilities including but not limited to electric, gas, telephone and television cable companies certifying that there are no utilities in, on or under the subject property; that they do not have any easements thereto; and that they have no objection to the closing and vacating of such street or the conveyance thereof.

Procedures

1. The applicant must submit a completed application together with all attachments and **\$100** fee to the community Development Department by the first of every month. Note: The Planning Commission meets on the fourth Tuesday of each month at 5:30 P.M. in the Police Courtroom/City Council Chambers.
2. The Community Development Department and the Public Works Department will review the application and attachments and present a Staff Report and recommendation to the Planning Commission. The criteria the Community Development Department will use to make a recommendation are:
 - a. Is the street/alley needed for access to property,

- b. Is the street/alley needed for general traffic circulation?
 - c. Conformance with the City's Comprehensive Plan.
3. The Planning Commission will then make a recommendation to the City Council.
 4. Reservation of Easements. The City may reserve a utility easement over and across the street or alley being closed and vacated or a portion thereof.

