



# VACATION OF: RIGHT OF WAY, PUBLIC EASEMENT, STREET, ALLEY APPLICATION

**PLANNING DEPARTMENT**  
For use through December 31, 2007

**SECTION 1:**

Please indicate which vacation application you are applying for by placing an "X" next to the application type.

RIGHT OF WAY       STREET       PUBLIC EASEMENT       ALLEY

\_\_\_\_\_ PLANNING CASE NO      \_\_\_\_\_ PLANNING COMMISSION DATE/TIME

\_\_\_\_\_ DATE FILED      \_\_\_\_\_ CITY COUNCIL DATE/TIME

\_\_\_\_\_ OTHER PUBLIC HEARING DATE/TIME

**SECTION 2:**

APPLICANT: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**SECTION 3:**

EXPLAIN THE PROPOSED REQUEST:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASON FOR THIS REQUEST:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HAS THE PRESENT APPLICANT PREVIOUSLY SOUGHT TO SUBDIVIDE, REZONE, OBTAIN A VARIANCE, OR A  
CONDITIONAL USE PERMIT ON THE SUBJECT SITE OR PART OF IT?  \*YES  NO

**\* IF YES:**

WHEN? \_\_\_/\_\_\_/\_\_\_

WHAT WAS REQUESTED?

\_\_\_\_\_  
\_\_\_\_\_

DATE REC'D: \_\_\_\_\_

WHAT WAS THE OUTCOME OF THE REQUEST?

\_\_\_\_\_  
\_\_\_\_\_

CHANGES MADE IN PLAN SINCE CONCEPT WAS APPROVED:

\_\_\_\_\_  
\_\_\_\_\_

**SECTION 4:**

Is a petition being submitted?  \*YES  NO

If yes, submit the petition with this application. Refer to the instruction sheet for petition requirements.

**SECTION 5:**

WILL A ZONING CHANGE BE REQUIRED?  YES (If yes, complete and submit appropriate application)  NO

WILL A VARIANCE BE REQUIRED?  YES (if yes, complete and submit appropriate application)  NO

WILL A CONDITIONAL USE PERMIT BE REQUIRED?  YES (if yes, complete and submit appropriate application)  NO

**SECTION 6:**

**PROPERTY OWNER:** \_\_\_\_\_ **PHONE NO:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**AGENT HAVING CONTROL OVER LAND:** \_\_\_\_\_ **PHONE NO:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**SURVEYOR:** \_\_\_\_\_ **PHONE NO:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_ **PHONE NO:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**CONTRACTOR #** \_\_\_\_\_

**ENGINEER:** \_\_\_\_\_ **PHONE NO:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**SECTION 7:**

This application must be completed in full and be typewritten or clearly printed and must be accompanied by all information and plans required by applicable City Ordinance provisions. Before filing this application, you should confer with the Planning Department to determine the specific ordinance and procedural requirements applicable to your application.

A determination of completeness of the application will be made within ten business days of application submittal. A written notice of application deficiencies shall be mailed to the applicant within ten business days of application.

This is to certify that I am making application for the described action by the City and I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am the party whom the City should contact regarding any matter pertaining to this application. I have attached a copy of proof of ownership (either copy of Owner's Duplicate Certificate of Title, Abstract of Title or Purchase Agreement), or I am the authorized person to make this application and the fee owner has also signed this application.

I will keep myself informed of the deadlines for submission of material and the progress of this application. I further understand that additional fees may be charged for consulting fees, feasibility studies, etc. with an estimate prior to any authorization to proceed with the study. The documents and information I have submitted are true and correct to the best of my knowledge.

The city hereby notifies the applicant that development review cannot be completed within 60 days due to public hearing requirements and agency review. Therefore, the city is notifying the applicant that the city requires an automatic 60-day extension for development review. Development review shall be completed within 120 days unless the applicant approves additional review extensions.

**I hereby agree to reimburse the city for all expenses beyond the filing fee cost incurred reviewing and processing the application, concept PUD, and materials submitted.**

_____ Signature of Applicant	_____ Title	_____ Date
_____ Signature of Property Owner	_____ Date	
_____ Signature of Fee Owner	_____ Date	

Application received on \_\_\_\_\_ Fee Paid \_\_\_\_\_ Receipt No \_\_\_\_\_

**VICTORIA PLANNING COMMISSION:**

\_\_\_\_\_ RECCOMENDATION TO DENY

\_\_\_\_\_ RECCOMENDATION TO APPROVE

This application on: \_\_\_\_\_  
Date

**VICTORIA CITY COUNCIL:**

\_\_\_\_\_ DENIED

\_\_\_\_\_ APPROVED

This application on: \_\_\_\_\_  
Date

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**The applicant should contact staff for a copy of the staff report, which will be available on the Friday prior to the meeting. If not contacted, a copy of the report will be mailed to the applicant's address.**

DATE REC'D: \_\_\_\_\_

**VACATION OF:  
RIGHT OF WAY, PUBLIC EASEMENT, STREET, ALLEY  
INSTRUCTIONS:**

Applicant must file seven (7) copies and a legal description and certified survey of the street, alley or public easement to be vacated.

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**PETITION  
INSTRUCTIONS:**

A complete petition must include the following information:

- Reason for the request (at the top of the petition)
- Each property owner's first and last name
- Each property owner's address
- Each property owner's telephone number
- Each property owner's signature

*City of Victoria*

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