

Vacation of Public Easement Submittal Form

Used for the separate vacation of a public easement when not associated with the submittal of a subdivision plat. This requires a deed of vacation and/or plat, depending on how the easement was created. If created by plat, it can usually be vacated by plat. If created by deed, it must be vacated by deed.

Date: _____

Preparer Name: _____

Email Address: _____ Phone #: _____

Business Name: _____

Mailing Address: _____

Design Professional Name: _____

Email Address: _____ Phone #: _____

Business Name: _____

Mailing Address: _____

Developer Name (Company): _____ Point-of-Contact: _____

Email Address: _____ Phone #: _____

Current Property Owner Name: _____

Email Address: _____ Phone #: _____

Plan Title: _____

The following items are required to be submitted for review. Please note that the submittal will be checked for completeness prior to acceptance for review. Incomplete submittals will not be accepted.

- Review fee payment must be made prior to acceptance of the plan for review. Please reference the [DSC Submittal Fee Chart](#).
- Vacation Plat **OR** Deed of Vacation with attached exhibit (8 ½"x11" or 8 ½"x14") - Electronic document submittal thru ACCELA. Exhibits must be signed and sealed by a P.E. or L.S. *Signed mylars and recording fees will be requested when ready for recordation.*
- Supporting project narrative, supporting documents and associated legal documents. Each item below must be an electronic document submittal thru ACCELA.
 - Project Narrative
 - Approval letter from Public Works Real Estate granting the vacation of the easement.

Which city staff has been informed of this plan through meetings, phone conversations or emails?

What issues were discussed?
