

**VACATION OF STREETS, ALLEYS, EASEMENTS, SUBDIVISIONS AND PLATTED  
SETBACKS (CITY)**

**Petition Submittal Requirements.** A petition to vacate any public street, alley, easement, access control and subdivisions or parts thereof, shall contain the following:

1. *Application Form.* A completed application form, as furnished by the Metropolitan Planning Department, shall include the acknowledgement of the owners of the lands adjoining on both sides of the proposed street, alley or easement vacation.
2. *Filing Fee.* Filing fees for the vacation of a street, alley, easement, subdivision or a dedicated building setback line are hereby established as follows:
  - Street and alley vacations ..... \$250.00
  - Easements ..... \$200.00
  - Dedicated building setback lines .. \$250.00
3. *Submittal.* The petition and all required information, including the appropriate filing fee, shall be filed with the City Clerk.

**Vacation Procedure.**

1. *Legal Notice.* The City Clerk shall forward the petition and information to the Metropolitan Planning Department for review and recommendation. The Metropolitan Planning Department shall review the petition and information and upon finding the petition to be in compliance with the petition requirements shall give public notice of the same by a publication for two consecutive weeks in the official city newspaper.
2. *City Council Action.* The petition shall then be forwarded to the City Council for final determination. If the City Council determines that the petition should be granted, the City Council shall order by appropriate ordinance that such vacation is made. Said order may include the reservation to the city and the owners of any lesser property rights for public utilities, rights-of-way and easements for public service facilities.
  - Upon adoption and publication of any vacation order by ordinance, the City Clerk shall certify a copy of such order to the Register of Deeds for recording.
  - When any street or alley is vacated it shall revert to the owners of land adjoining on each side in the proportion in which it was originally dedicated or taken.
  - You will receive in the mail a copy of the final ordinance from the Metropolitan Planning Department.