



Application Date:	
Fee: <b>\$400</b>	Escrow: <b>NONE</b>

## VACATION OF PROPERTY (street, alley or utility easement)

<b>PARCEL IDENTIFICATION NO (PIN):</b>		<b>COMP PLAN FUTURE LAND USE:</b>
<b>LEGAL DESCRIPTION:</b>		<b>ZONING DISTRICT:</b>
<b>PROJECT ADDRESS:</b>		<b>LOT SIZE:</b>
<b>OWNER:</b> Name: Address: City, State: Phone: Email:	<b>APPLICANT (IF DIFFERENT THAN OWNER):</b>	
<b>DESCRIPTION OF REQUEST:</b>		
<b>VACATION TYPE:</b> <input type="checkbox"/> Street <input type="checkbox"/> Alley <input type="checkbox"/> Utility Easement		
<b>EXISTING SITE CONDITIONS:</b>		
<b>APPLICABLE REGULATION:</b> <i>Please review the referenced code section for a detailed description of required submittal documents, and subsequent process.</i> 1. MN Statutes 412.851		
Does the proposed area for vacation terminate or abut any public water body? <input type="checkbox"/> Yes <input type="checkbox"/> No;    If so please identify:		

### Submittal Materials

The following materials must be submitted with your application in order to be considered complete. A complete application must be made at least 20 business days prior to the Planning Commission meeting for which you wish to be heard. If you have any questions or concerns regarding the necessary materials please contact the City Planner.

AP – Applicant check list, CS – City check list

AP	CTY	MATERIALS
<input type="checkbox"/>	<input type="checkbox"/>	<b>Site Plan:</b> A scalable site plan, no larger than 11"x17", must be submitted which demonstrates the following: <ul style="list-style-type: none"> <li>▪ The existing property lines</li> <li>▪ Proposed area for vacation</li> <li>▪ Proposed property lines</li> <li>▪ Existing and proposed buildings including dimensions to existing and proposed property lines</li> <li>▪ Current lot size, and proposed lot size with the vacated property</li> </ul>

Application for: **VACATION OF PROPERTY**  
City of Oakdale

<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Written Narrative Describing Request:</b> A written description of your request for the vacation will be required to be submitted as a part of your application. The description must include the following:</p> <ul style="list-style-type: none"> <li>▪ Reason for vacation</li> <li>▪ Describe how the vacation is in the best interest of the public</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Petition Requesting Vacation:</b> The petition must be signed by a majority of the owners of land abutting the area proposed to be vacated.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>Statement acknowledging that you have contacted the other governmental agencies such as Watershed Districts, County departments, State agencies, or others that may have authority over your property for approvals and necessary permits.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>Mailing labels with names and address of property owners within 500 feet.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>Names and address of ALL owners, and any other person having legal interest, of the property</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>Vacation of Property application form completed</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>Paid Application Fee: \$400</p>

**MATERIALS THAT MAY BE REQUIRED UPON THE REQUEST OF THE CITY PLANNER**

<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Survey of the Property:</b> An official survey, by a licensed surveyor, must be submitted with the application. The survey shall be scalable and in an 11" x 17" or 8 1/2" x 11" format.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>Electronic copy of all submittal documents</p>

**Review and Decision by the City Council.** The City Council shall review the application at a regularly scheduled meeting. The City Council is the only body with the authority to make a final determination and either approve or deny the application.

This application must be signed by all owners of the subject property or an explanation given why this not the case.

*We, the undersigned, have read and understand the above.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



## **Mailing labels with names and address of property owner within 500 feet.**

The City requires a certified abstractor's listing or a listing from Washington County of property owners within 500 feet of the property of which you are requesting a planning permit. This listing is required for your application to be considered complete.

To purchase the listing from Washington County:

<b>Mailing Address:</b>	Washington County Surveyors Office P.O. Box 6 Stillwater, MN 55082
<b>Phone #:</b>	651-430-6875
<b>E-mail:</b>	<a href="mailto:surveyor@co.washington.mn.us">surveyor@co.washington.mn.us</a>