

CITY OF NOWTHEN

PROCEDURE TO REQUEST THE VACATING OF AN EASEMENT

Step 1: Complete the required documentation below and provide **2 copies of each**.

- _____ 1. **Application Form**, including legal description and PID number(s)
- _____ 2. **Letter** stating what type of easement you are requesting to be vacated (drainage, utility, access, etc) and why the easement is no longer needed. Also state the present and future use of the property including what may change as a result of the easement vacation.
- _____ 3. **Certificate of Survey** prepared by a registered land surveyor which shows the easement to be vacated along with the legal description of the easement.

The site survey must include:			
	All lot lines, dimensions, setbacks		Adjacent roadway easements or right-of-way and access thereto
	Existing structures, sheds, pools, retaining walls, fences, etc.		Any other easements for access, utilities or drainage
	Proposed structures		Driveways (paved or gravel)
	Square footage and dimensions of all buildings		All above and below ground utilities, well location and septic system tanks/drain field/pipes
	Buildings and other structures on adjacent property within 100 feet		

Step 2: **Application Fee (non-refundable)** and Escrow Amount **(\$1,000)** are paid. Bring your completed application, letter, and Certificate of Survey to the City Offices along with the application fee (**check for \$480**) by the **1st Tuesday of the Month**.

- You will be responsible for all expenses incurred by the City related to this request, including but not limited to engineering fees, attorney fees and city planner fees. All City invoices are due within 30 days of receipt.
- Failure to provide all of the required documentation will render the application incomplete and may delay approval of the request until the following month. The request will not go before the Planning and Zoning Commission until a complete packet is received and staff has had time to review it.

Step 3: **Public Hearing Notification.** The City will notify property owners located within 350 feet of the subject property for which the easement vacation is being requested a minimum of ten (10) days before the meeting. Neighbors will receive a notice about the public hearing and will have the opportunity to comment on the easement vacation at the public hearing.

Step 4: Attend the **Public Hearing at the Planning and Zoning Commission Meeting** held at 7:00 pm on the **fourth (4th) Tuesday** of the month. The Planning and Zoning Commission will review the application request and make recommendations to the City Council.

Step 5: Attend the **City Council Meeting** held at 7:00 pm on the **second (2nd) Tuesday** of the month. The City Council will review the application and the recommendations received by the Planning and Zoning Commission and make a final decision on your request.

Step 6: If approved, the City Clerk will send notice of Completion of Vacation Proceeding to the Anoka County Auditor for recording.

ALL APPLICANTS OR THEIR REPRESENTATIVES MUST SUBMIT ALL REQUIRED INFORMATION AND MUST ATTEND ALL REQUIRED MEETINGS. FAILURE TO COMPLY WILL RESULT IN A DENIED APPLICATION.