



## Application for Vacating Alley, Street or Utility Easement Checklist

- \_\_\_\_\_ 1. In coordination with the Community Development Director, review procedures and requirements for vacating. (Review entire checklist and application).
- \_\_\_\_\_ 2. Select proposed date to meet Planning and Zoning Commission (*see Community Development Director for calendar*)
- \_\_\_\_\_ 3. A list of all property owners along with mailing address, whose property lines touch area to be vacated **must be submitted**. All adjoining property owners shall sign application acknowledging the request. (Note: you do not have to have 100% agreement to the request to have the city review the request).
- \_\_\_\_\_ 4. The site plan showing area to be vacated **must** be prepared by a registered land surveyor or professional engineer.
- \_\_\_\_\_ 5. A plan review meeting will be scheduled by the Community Development Office upon completion of the application. This can be done as a pre-application conference as well. This meeting will take place with the Community Development Director, Fire Chief and Public Works Superintendents, Ray County Health Department and State Highway Department along with any other required utilities, etc. (*See Community Development Director for calendar*)
- \_\_\_\_\_ 6. All attachments and application completed and turned in at least ten (10) days prior to scheduled Planning and Zoning meeting.
- \_\_\_\_\_ 7. Community Development Director review application with applicant and inform applicant of any additional information needed prior to planning and zoning meeting.
- \_\_\_\_\_ 8. After application and all materials are complete, the Community Development Office will schedule a review at the Planning and Zoning Commission's first regular meeting.

- \_\_\_\_\_ 9. Staff report will be prepared by Community Development Director including all information provided by applicant and sent to Planning and Zoning Commission.
- \_\_\_\_\_ 10. Community Development Office will mail agenda to applicant along with all property owners that adjoin the area to be vacated with meeting date and time.
- \_\_\_\_\_ 11. The Planning and Zoning Commission will review the request to vacate and supplemental data. The Commission shall approve or disapprove same.
- \_\_\_\_\_ 12. The owner or applicant **must attend** the Planning and Zoning Commission meeting. (Failure to attend will result in the application not being considered.)
- \_\_\_\_\_ 13. After the Planning and Zoning Commission recommends approval or denial, the request will be presented at the next regular City Council meeting for approval or disapproval.
- \_\_\_\_\_ 14. If the City Council approves the request the Community Development Director will record site plan with the Ray County Recorder of Deeds.
- \_\_\_\_\_ 15. Recording shall not take place until all appropriate fees are paid to the City Collector by the applicant for recording.

**CITY OF RICHMOND, MISSOURI**  
**Application for Vacating Alley, Street or Utility Easement**

**Part I: Applicant/Agent Information**

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Property Owner # 1: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property Owner # 2: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property Owner # 3: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property Owner # 4: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property Owner # 5: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Part II: Subject Property Information**

Address and/or location: \_\_\_\_\_

**Part III: Reason for requesting vacate:** \_\_\_\_\_

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

**Part IV: SUBMIT THE FOLLOWING ATTACHEMENTS:**

In addition to the application the following list of items must be attached in order to be accepted as a complete application. *(Please check all boxes to assure all have been provided)*

- Complete application form.
- Full certified legal description with meets and bounds of area to be vacated.
- Site Plan showing area to be vacated and location map. (*Appendix A*)
- Application Fee (\$100.00)

**Part IV: Signatures**

**Applicant:**

By signing below, I acknowledge that all information submitted above is true to the best of my knowledge and belief.

\_\_\_\_\_   
Applicant/Agent

\_\_\_\_\_   
Date

\_\_\_\_\_   
*Department Use Only*

*Date completed application received by Community Development:* \_\_\_\_\_

*Filing Fee:* \$100.00                      ***Total Fees Collected:*** \_\_\_\_\_

*Note: Recording fees must be paid prior to recording of Vacate.*

**APPENDIX A**  
**SITE PLAN INFORMATION**

***Minimum Required Information:***

- Name and address of engineer or surveyor, who prepared site plan.****(Site plan not to be over 8 1/2" x 11")*
- Date, North arrow and scale.***
- Vicinity map of sufficient and accurate scale to clearly show property.*** *(This may be obtained from the Ray County Assessors Map)*
- Exact dimensions of area to be vacated.***