

APPLICATION FOR VACATION

Application is hereby made for a Vacation of the following described street, alley, or easement: _____

Address of Property: _____

Owner: _____

Address: _____

_____ Phone: _____

Applicant: _____

Address: _____

_____ Phone: _____

The following information is submitted in support of this application.

- 1) Completed application for Vacation.
- 2) Cash fee \$_____.
- 3) Legal description of the property.
- 4) Acknowledgement of Responsibility form completed.
- 5) Affirmation of Sufficient Interest form completed.

Application for Vacation

6) A narrative explaining the purpose of the request, the exact nature of the conditional use, and the justification for the request.

7) Other _____

I fully understand that all of the above required information must be submitted at least **28** days prior to a Planning Commission meeting to ensure review by the Planning Commission on that date.

Applicant's Signature

Date

Comments/Revisions: _____

Received by:

City Agent's Signature

Date

ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making application for the described action by the City and that **I am responsible for complying with all City requirements** with regard to this request. This application should be processed in my name and **I am the party whom the City should contact** regarding any matter pertaining to this application.

I have read and understand the instructions supplies for processing this application. The documents and/or information I have submitted are true and **correct** to the best of my knowledge. I will keep myself informed of the deadlines for submission of material and of the progress of this application.

If this is an application for **underground tank installation**, I understand that I must notify the Fire Marshall immediately in writing upon any change in required resident agent information.

I further understand that additional information, such as a traffic analysis or expert testimony, may be required for analysis of this request, and that upon my authorization the fees for such will be my responsibility.

I agree to allow access by City authorized persons in, on, or to the property for purposes of review of this application and any necessary inspections.

Applicant's Signature

Date

Name of Applicant: _____

Address: _____

_____ Phone: _____

Name and Address of Additional Contract(s): _____

_____ Phone: _____

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that **I am the fee title owner** of the below described property or that I have written authorization from the owner to pursue the described action.

Name of Applicant: _____

Phone: _____

Street address/legal description of subject project: _____

Signature

Date

If you are not the fee owner, attach another copy of this form which has been completed by the fee owner or a copy of your authorization to pursue this action.

If a corporation is fee title holder, attach copy of the resolution of the Board of Directors authorizing this action.

If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership.

