

STREET, ALLEY, EASEMENT VACATION PROCEDURES

City of Princeton

VACATING STREETS, ALLEYS, AND EASEMENTS

With larger scale projects, it is not uncommon to find a street, alley, or easement in “the wrong location.” Drainage easements or road right-of-way may be dividing property in a way that makes use of the land difficult. To rectify these and similar situations, the City may vacate street and alley right-of-ways and easements. This assumes that reasonable alternatives are provided.

A. The **Applicant** or an authorized representative is responsible to do the following:

1. Submit all filing requirements (listed below as B) to the Planner/Zoning Administrator at least **28 days prior** to the regular Planning Commission meeting, at which the public hearing will be held.

All required information must be received before the application will be placed on a Planning Commission meeting agenda.

2. the Applicant or Applicant’s representative should attend the public hearing.

B. Filing Requirements

1. Completed application or petition for Street/Alley/Easement Vacation.
2. Cash fee of \$_____.
3. Legal description of property to be rezoned.
4. Acknowledgement of Responsibility form completed.
5. Affirmation of Sufficient Interest form completed.

C. City Staff is responsible to do the following:

1. Publish public hearing notice at least ten (10) days before the Planning Commission meeting at which time the item will be heard.
2. Mail notice at least ten (10) days prior to the public hearing to area residents within a radius of at least 350 feet.
3. Place Vacation request/petition on Planning Commission agenda with a staff recommendation of either approval or denial.
4. Forward staff report to the Planning Commission and applicant at least three (3) days prior to hearing.
5. Planning Commission holds public hearing and recommends either approval or denial to the City Council.
6. Place vacation petition on City Council agenda with staff report and Planning Commission recommendations noted.
7. Council acts on petition either approving or denying.
8. Written notice is sent to the applicant informing him/her of approval or denial. If the request is denied, reasons must be given.
9. If approved, the Council shall adopt the appropriate resolution granting the street or alley vacation.
10. The date of adoption by the City Council becomes the effective date of the vacation.
11. A certified copy of the resolution is forwarded to the County Recorder for recording.