



Vacation Application Checklist

The City shall approve or deny a completed application within 60 days, with an additional 60 days allowed with written notice to the applicant before the end of the initial review period. Additional information may be found in Section 62 of the City Zoning Ordinance.

Required Materials Checklist

- Land Use Application
 - Fees
 - \$200 Application Fee
 - \$1,000 Escrow
 - \$55 Filing Fee
 - Written or graphic material depicting:
 - The proposed easement vacation
 - A certificate of survey or map of the property that shows all lot lines, existing and proposed structures, driveways and parking areas, significant topographical features, and significant trees
 - A narrative explaining the purpose of the proposed easement vacation
 - Other information as requested by Community Development staff
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Planning Commission and City Council Process

Step 1: The application will be reviewed by City staff for completeness

Step 2: The City staff will prepare a report on the application to be presented to the Planning Commission.

Step 3: The Planning Commission will review the application, host a public hearing, and make a recommendation to the City Council based upon, but not limited to, the practical difficulties criteria

Step 4: The City Council may review the application and approve the application with a majority vote based on the Staff report and recommendation by the Planning Commission

Step 5: The City Council may impose additional conditions as it deems necessary

Reservation of Right and Relation of Facilities

Reservation of right: If the *Reservation of right*. If the city vacates a right-of-way which contains the facilities of a registrant, and if the vacation does not require the relocation of a registrant's or permittee's facilities, the city shall reserve, to and for itself and all registrants having facilities in the vacated right-of-way, the right to install, maintain and operate any facilities in the vacated right-of-way and to enter upon such right-of-way at any time for the purpose of reconstructing, inspecting, maintaining or repairing the same.

Relocation of facilities: If the vacation requires the relocation of a registrant's or permittee's facilities and if the vacation proceedings are initiated by the registrant or permittee, the registrant or permittee must pay the relocation costs. If the vacation proceedings are initiated by the city, the registrant or permittee must pay the relocation costs unless, otherwise agreed to by the city and the registrant or permittee. If the vacation proceedings are initiated by a person other than the registrant or permittee, such other person must pay the relocation costs.