



CHECKLIST FOR APPLICATIONS TO RELINQUISH EASEMENTS

This checklist is designed to help you make sure that you submit everything that is required for a complete application to relinquish an easement and that you fill out the application form completely. Applications that are complete and submitted to the Development Review Office by 5:00 P.M. on deadline day (see Processing Time Schedule) will be processed for the next scheduled Planning and Zoning Commission meeting. Incomplete applications will be rejected and returned to the applicant and not placed on the agenda. Close attention to the checklist will help avoid a delay in your case being heard by the Planning and Zoning Commission and City Council.

APPLICATION FORM:	
	Have you included a digital copy of the legal description, in Microsoft Word format, of the easement which you are requesting to have relinquished? The description must be a boundary description, not a general description and you may have to seek the assistance of a registered land surveyor.
	Have you listed the type of easement to be relinquished?
	Have you listed the reason or reasons why you believe the street, alley or subdivision should be vacated? You may attach a separate sheet if you need more room.
	Have you listed all the current abutting property owner's name, address and legal descriptions? Has each owner signed the application? (Note: An application may still be submitted even if all abutting property owners are not willing to sign the application. Be aware, however, that Planning Commission may not be able to approve such an application and the request may have to be forwarded to City Council for approval.)
	Have you listed the name, address and telephone number of the person staff can contact with questions?
APPLICATION FEE:	
	Have you included the \$490.00 non-refundable processing fee and the minimum \$39.00 recording fee in one check made payable to the City of Springfield?
DRAWING ILLUSTRATING REQUEST	
	Have you attached the required survey, site plan or other drawing, illustrating the requested relinquishment and illustrating the replacement easement (if a replacement easement is required)? The drawings must display the seal of a registered surveyor.

NOTICE: If any public utilities are located within the easement to be relinquished, these utilities must be relocated into a new easement, the new easement must be given to the City by all the adjacent property owners and the easement must be accepted by the City before the application is complete. Until an application is complete, the relinquish easement request will not be placed on the Planning and Zoning Commission's Agenda.

Requests for Tabling. Any applicant may request that the Commission table their application by submitting such request in writing to Zoning & Subdivision Services at least 48 hours in advance of the scheduled meeting at which the application is to be considered. If a request is made less than 48 hours in advance of such meeting, the Commission may, upon good cause shown, table such item upon its own motion.