

CHECKLIST FOR APPLICATIONS TO VACATE STREETS, ALLEYS OR SUBDIVISIONS

This checklist is designed to help you make sure that you submit everything that is required for a complete application to vacate a street, alley or subdivision 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 street, alley or subdivision you wish to have vacated? 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 circled whether the application is for a street, an alley, or a subdivision?
	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. You should inform staff, before submission, if you plan to build over the vacated area.
	Have you listed the names, addresses and legal descriptions of all property owners who abut the area to be vacated?
	Have you listed the name, address and telephone number of the person who is to receive the bill for the advertising and whom Springfield Newspapers, Inc. and staff can contact with questions?
	Have the owners of at least 2/3 of the abutting property signed the form? Has a notary public acknowledged each signature?
APPLICATION FEE:	
	Have you included the \$610.00 non-refundable, application, processing fee and the minimum \$39.00 recording fee in one check made payable to the City of Springfield?
DRAWING ILLUSTRATING AREA OF REQUEST	
	Included with the application must be a drawing showing the area proposed for vacation. The drawing must be sealed by a registered land surveyor.

NOTICE: If any public utilities are located within the right-of-way or subdivision to be vacated, an easement(s) must be given to the City by all the adjacent property owners or the utilities must be moved by the applicant before the vacation can be approved. You must submit all easement forms to the Zoning/Subdivisions Section at least 10 days prior to the Planning/Zoning Commission meeting at which your request is scheduled to be heard.

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.