

## Street/Alley Abandonment and Vacation Procedures

1. The applicant confers with the staff of the planning department to determine the need for the abandonment/vacation and if the City is still in need for retaining the right of way.
2. Applicant obtains an Abandonment/Vacation application from the Planning Department.
3. Applicant submits the completed application and filing fee to the Planning Department.
4. The Development Review Committee members review the project and make recommendations.
5. The Planning Commission makes a determination on the project and either recommends approval or disapproval to the City Council.
6. The City Council approves or disapproves the Resolution of Intention to Vacate and requests that the City Clerk set the matter for a public hearing.
7. \The City Council conducts the public hearing and votes to recommend either approval or disapproval of the Resolution Vacating a Dedicated Street & Right of Way.
8. If approved the Resolution of Vacation is adopted and recorded.
9. All recording fees and tax certificate fees are the responsibility of the applicant.