



**Environmental & Economic
Development Department**
1902 County Road B East
Maplewood, MN 55109
(651) 249-2300 (651) 249-2319 fax
www.MaplewoodMN.gov

Fee: \$1,200

PUBLIC VACATION APPLICATION

Type of request:
(check)

Street Vacation

Easement Vacation

Alley Vacation

Address of site:

Applicant:	
Contact person:	
Address:	Zip:
Telephone (work):	(home):
Email address:	

Property owner(s) of record:	
Address:	
Zip:	
Telephone (work):	(home):
Email address:	

Legal description of street, alley or easement:

The applicant hereby grants permission for the City's employees, officials and agents to enter onto the property that is subject to this application for the purposes of viewing the property and reviewing this request.

Applicant Signature _____

Date _____

OFFICE USE ONLY

Date Received _____

By _____

Receipt # _____

Revised 07/2016

FILING REQUIREMENTS

You must provide all of the following items with your application:

- A written statement explaining your reasons for requesting this vacation and why there is no public need for the street, alley or easement.
- A list of property owners and their addresses that abut the street, alley or easement. The City can provide this list upon request.
- An application fee of \$1,200 for vacations. In addition, you must include \$46 to pay the County for recording a City resolution. Make check to the City of Maplewood. **The application fee is non refundable.** The recording fee is refundable if the City Council denies your application.
- A map that shows the exact area you want vacated. This map shall include all utilities in the area proposed for vacation.
- A signed copy of the attached petition form. If a majority of the abutting property owners sign the petition, the City Council may approve the vacation by a majority vote. (The City considers a husband and wife to be individual owners if they both are listed as property owners.) Without this petition, the Council may only approve the vacation with at least four of the five members voting to approve the vacation.

NOTES

Try to discuss your proposal with any other property owners that abut the street, alley or easement before you submit a formal application. Any conflicts that you can resolve ahead of time will make it easier and faster for the City to process your application.

PROCEDURE

- Return this application to: Environmental and Economic Development Department
1902 County Road B East
Maplewood, MN 55109
- The Environmental and Economic Development Director will schedule a public hearing with the Planning Commission.
- The Planning Commission will make a recommendation to the City Council.
- The Director will schedule a public meeting with the City Council. The City Council will make the final decision.
- Maplewood's review and City Council action about your application(s), once the City considers your application(s) complete, will take 60 to 120 days.
- City staff will notify you of all meetings

