
Sec. 117-56. Easement vacation.

The procedure for application to vacate a utility, roadway, access, or other form of easement shall be as follows:

- (1) The request for an easement vacation shall be filed with the zoning administrator on an official application form. Such application shall be accompanied by a fee and deposit as provided for in section 117-48. Such application shall also be accompanied by a sufficient number of copies as required by city staff of detailed written and graphic materials fully explaining the request. The request shall be considered as being officially submitted when all the information requirements have been met.
- (2) Easement vacation applications must be submitted to the zoning administrator 30 days prior to the city council meeting.
- (3) The city has ten days to determine if the application is complete. In the event that the application is incomplete, staff will notify the applicant within the ten days and provide direction on what information is still required.
- (4) Properties located within 350 feet of the applicant's subject property will be notified of the request and public hearing date.
- (5) City staff will prepare a staff report detailing the information related to the request, findings of fact and proposed ~~ordinance~~ [resolution](#).

(Code 1978, § 9.03.10; Ord. No. 03-20, 8-25-2003)