

APPLICATION FOR VACATION REQUEST

LOCATED WITHIN THE JURISDICTION OF THE CITY OF DERBY, KANSAS

This is an application for **VACATION REQUEST**. The form must be completed and filed with the Department of Community Development. (AN INCOMPLETE APPLICATION CANNOT BE ACCEPTED)

1. **NAME OF PROPERTY OWNER:** _____

ADDRESS: _____

CITY: _____ STATE _____ ZIP CODE _____

PHONE NO.: _____ FAX NO. _____

2. **NAME OF AGENT** (If applicable) _____

CITY: _____ STATE _____ ZIP CODE _____

PHONE NO.: _____ FAX NO. _____

3. **COMMON ADDRESS OF PROPERTY FOR REQUESTED VACATION:**

NAME OF PLAT OR SUBDIVISION: _____

LOT # _____ BLOCK # _____

4. **LEGAL DESCRIPTION OF AREA REQUESTED FOR VACATION:**

5. **PURPOSE OF VACATION REQUEST:** _____

PROPERTY OWNERS SIGNATURE: _____

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TO BE COMPLETED BY CITY PERSONNEL

Receipt number of Processing Fee _____

Date drawing received from Petitioner _____

Date received Certified Ownership list from Petitioner _____

Planning Commission Public Hearing date _____

Notification of Property all adjoining land owners, utility companies (mail 10 days prior to Public Hearing) _____

Date of Public Notice in Newspaper (published two consecutive weeks in official newspaper). _____

INSTRUCTIONS FOR VACATION APPLICATION

(Plat, Street, Alley, Easements, Access Control or other Public Reservations)

1. Complete a **VACATION REQUEST APPLICATION**, this application may be obtained from the DEPARTMENT OF COMMUNITY DEVELOPMENT. The application must be signed by the owner of record as certified on the certified ownership list required to be submitted with the application.

In order to assist the Planning Commission with review of the request, it is suggested that a drawing be submitted with the application that depicts what factors have made applying for the vacation case necessary. Such drawing should indicate lot lines, street names, location of existing structures, utility easements, etc.

2. **Filing fee for all vacation requests is \$250.00** (nonrefundable).
3. Applicant will provide the City with a **certified ownership list** (from a title or abstract company) that provides the names and addresses of all adjacent or nearby property owners. The extent of the ownership list shall be determined by the City of Derby before the application is filed. The Department of Community Development will use this ownership list for notification purposes as provided by Derby's Subdivision Regulation.
4. At the Planning Commission's meeting, the Commissioners will consider a recommendation for either approval or disapproval. That recommendation will be provided to the Governing Body. A recommendation for approval may or may not involve conditions.
5. The Governing Body will consider the vacation request after proper notice of their Public Hearing on this matter has been provided as required by Law.