

City of St. Louis Park

PETITION FOR/REQUEST TO INITIATE VACATION OF STREET, ALLEY OR UTILITY EASEMENT

The City of St. Louis Park will vacate public utility easements, highway, street or alley if it is found that the City has no current or future need for these lands. Proceedings to vacate such land may be commenced by petition of a majority of the owners of property fronting upon the portion of the public utility easement, highway, street or alley to be vacated, by action of the City Council, or by recommendation of the Planning Commission.

In order to constitute a petition for vacation, a majority of abutting property owners of the portion of street or highway to be vacated must appear on the petition form. If the request is for vacation of a utility easement or alley, it must be signed by the majority of owners of property adjacent to the easement or alley in the block where the easement or alley is situated, whether or not the petition requests vacation of the entire easement or alley.

If the application represents a request to the Planning Commission to recommend and Council to initiate vacation, that must be specifically stated.

General and Specific Requirements

1. Prior to filing a petition/request, the petitioner should discuss the proposal with Community Development staff prior to completion of final plans.
2. A map or plat, which shows all property lines, showing the lands containing the proposed vacation is required. Also include electronic PDF file of exhibits.
3. A filing fee of \$300 must be submitted with the application.
4. A **complete and accurate legal description** must be submitted.
5. Two sets of names and address labels of all property owners within 350 feet of the boundaries of the parcel containing the proposed vacation must be submitted. The names and addresses must be officially prepared by the Hennepin County Auditor's Office located on the 6th floor of the Government Center. (Telephone number is 612-348-5910.)
6. Petitions/requests are reviewed by the Planning Commission on the first and third Wednesdays of the month. If a holiday falls on that date, the meeting will be held on the following Wednesday. To be eligible for consideration, a **complete** application must be received by the Community Development Department **30 days prior to the meeting date**. See schedule of deadline dates.

A petition/request is not complete unless all of the above items are satisfied. Some applications and/or plans may have unresolved matters which would delay consideration. **Applications received after the dates listed will not be considered until the following meeting.**

**APPLICATION DUE DATES
FOR CONSIDERATION AT
PLANNING COMMISSION MEETINGS**

Applications are reviewed by the Planning Commission on the first and third Wednesday of the month.* To be eligible for consideration, a **completed** application must be received by the Community Development Department on the following dates:

<u>Date Due to be considered at the</u>	<u>Planning Commission Meeting of:</u>	<u>Consideration at City Council on:</u>
January 4, 2010	February 3, 2010	March 1, 2010
January 18, 2010	February 24, 2010*	March 15, 2010
February 1, 2010	March 3, 2010	April 5, 2010
February 15, 2010	March 17, 2010	April 19, 2010
March 1, 2010	April 7, 2010	May 3, 2010
March 15, 2010	April 21, 2010	May 17, 2010
April 5, 2010	May 5, 2010	June 7, 2010
April 19, 2010	May 19, 2010	June 21, 2010
May 3, 2010	June 2, 2010	July 6, 2010**
May 17, 2010	June 16, 2010	July 19, 2010
June 7, 2010	July 7, 2010	August 2, 2010
June 21, 2010	July 21, 2010	August 16, 2010
July 6, 2010	August 4, 2010	September 7, 2010**
July 19, 2010	August 18, 2010	September 20, 2010
August 2, 2010	September 1, 2010	October 4, 2010
August 16, 2010	September 15, 2010	October 18, 2010
September 7, 2010	October 6, 2010	November 1, 2010
September 20, 2010	October 20, 2010	November 15, 2010
October 4, 2010	November 3, 2010	December 6, 2010
October 18, 2010	November 17, 2010	December 20, 2010
November 1, 2010	December 8, 2010*	January 3, 2011
November 15, 2010	December 15, 2010	January 18, 2011**
December 6, 2010	January 5, 2011	February 7, 2011
December 20, 2010	January 19, 2011	February 22, 2011**
January 3, 2011	February 2, 2011	March 7, 2011
January 18, 2011	February 16, 2011	March 21, 2011
February 7, 2011	March 2, 2011	April 4, 2011
February 21, 2011	March 16, 2011	April 18, 2011
March 7, 2011	April 6, 2011	May 2, 2011
March 21, 2011	April 27, 2011*	May 16, 2011

An application is not considered complete and **will not be accepted** until all requirements are satisfied. Requirements are included with application.

* If the first or third Wednesday of the month is a holiday, the Planning Commission meeting will be held the following Wednesday.

** If the first or third Monday is on a holiday, the City Council meeting will be held the following Tuesday unless that Tuesday is also a holiday. If this is the case, the meeting will be moved to the next succeeding Monday that is not a holiday.

Please CHECK type of application

Fee \$300.00

____ Utility Easement

Case No. _____

____ Street

Date _____

____ Alley

Planning Staff _____

PETITION FOR/REQUEST* TO INITIATE VACATION OF
STREET, ALLEY OR UTILITY EASEMENT

TO THE CITY COUNCIL OF ST. LOUIS PARK, MINNESOTA:

The undersigned petitioners respectfully represent and state that they are owners** of the land fronting upon the portion of the street, alley or utility easement hereinafter petitioned to be vacated, and

Further represent that the following length of street, alley or utility easement legally described as follows:

is not required for public use and that the public interest would be promoted by vacating and discontinuing same, and that the following tracts and parcels of land abut on the said portion of street, alley or utility easement to be vacated:

WHEREFORE, your petitioners request that you vacate said street, alley or utility easement within the limits named:

NAME, ADDRESS AND
TELEPHONE NUMBER

SIGNATURE
OF
PETITIONER

LEGAL DESCRIPTION
OF PROPERTY

(use reverse side to list additional petitioners)

*If a majority of property owners do not petition for the vacation, the Planning Commission or City Council must initiate the vacation and, in that case, a super majority of City Council is required on the second reading of the vacation ordinance.

**If a property is in joint ownership, all joint owners are counted in determining a majority.

Additional Petitioners:

NAME, ADDRESS AND
TELEPHONE NUMBER

SIGNATURE
OF
PETITIONER

LEGAL DESCRIPTION
OF PROPERTY