

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 \$800 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>
October 3, 2011	November 2, 2011	December 5, 2011
October 17, 2011	November 16, 2011	December 19, 2011
November 7, 2011	December 7, 2011	January 3, 2012
November 21, 2011	December 28, 2011*	January 17, 2012*
December 5, 2011	January 4, 2012	February 6, 2012
December 19, 2011	January 18, 2012	February 21, 2012*
January 2, 2012	February 1, 2012	March 5, 2012
January 16, 2012	February 15, 2012	March 19, 2012
February 6, 2012	March 7, 2012	April 2, 2012
February 20, 2012	March 21, 2012	April 16, 2012
March 5, 2012	April 4, 2012	May 7, 2012
March 19, 2012	April 18, 2012	May 21, 2012
April 2, 2012	May 2, 2012	June 4, 2012
April 16, 2012	May 16, 2012	June 18, 2012
May 7, 2012	June 6, 2012	July 2, 2012
May 21, 2012	June 20, 2012	July 16, 2012
June 11, 2012	July 11, 2012*	August 6, 2012
June 18, 2012	July 18, 2012	August 20, 2012
July 2, 2012	August 1, 2012	September 4, 2012*
July 16, 2012	August 15, 2012	September 17, 2012
August 6, 2012	September 5, 2012	October 1, 2012
August 20, 2012	September 19, 2012	October 15, 2012
September 3, 2012	October 3, 2012	November 5, 2012
September 17, 2012	October 17, 2012	November 19, 2012
October 1, 2012	November 7, 2012	December 3, 2012
October 15, 2012	November 21, 2012	December 17, 2012
November 5, 2012	December 5, 2012	January 7, 2013
November 19, 2012	December 19, 2012	January 22, 2013*
December 3, 2012	January 2, 2013	February 4, 2013
December 17, 2012	January 16, 2013	February 19, 2013*

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 \$800.00

____ 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