

Petition for/request to initiate vacation of public highway, street, alley or easement

Requirements and process overview

The City of St. Louis Park will vacate public highways, streets, alleys or easements 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 highway, street, alley or easement to be vacated, by action of the St. Louis Park City Council or by recommendation of the St. Louis Park Planning Commission.

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

The petition shall be filed with the city clerk. If the application represents a request to the planning commission to recommend and to the city council to initiate vacation, that must be specifically stated.

The applicant is encouraged to discuss the proposal with community development staff prior to completion of final plans and filing of a petition/request.

Submittal checklist

- Petition/request
- Filing fee (see application for fee schedule)
- A complete and accurate legal property description must be submitted if the property to be vacated is an easement. A survey must be submitted if the property to be vacated is a highway, street or alley.
- A map or plat, which includes all property lines, showing the lands containing the proposed vacation.
- Two sets of names and address labels of all property owners within 350 feet of the boundaries of the parcel requested to be changed. The source of the names and addresses must be from Hennepin County. Visit <https://gis.hennepin.us/locatenotify/default.aspx> to create the mailing label package, including a map showing the notice area.
- Electronic copy (CD or flash drive) of all exhibits

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:

Date received:	Planning commission meeting of:	Consideration at city council on:
Nov. 5, 2018	Dec. 5, 2018	Jan. 7, 2019
Nov. 19, 2018	Dec. 19, 2018	Jan. 22, 2019*
Dec. 3, 2018	Jan. 2, 2019	Feb. 4, 2019
Dec. 17, 2018	Jan. 16, 2019	Feb. 19, 2019*
Jan. 7, 2019	Feb. 6, 2019	March 4, 2019
Jan. 22, 2019	Feb. 20, 2019	March 18, 2019
Feb. 4, 2019	March 13, 2019*	April 11, 2019
Feb. 19, 2019	March 20, 2019	April 15, 2019
March 4, 2019	April 3, 2019	May 6, 2019
March 18, 2019	April 17, 2019	May 20, 2019
April 1, 2019	May 1, 2019	June 3, 2019
April 15, 2019	May 15, 2019	June 17, 2019
May 6, 2019	June 5, 2019	July 1, 2019
May 20, 2019	June 19, 2019	July 15, 2019
June 3, 2019	July 3, 2019	Aug. 5, 2019
June 17, 2019	July 17, 2019	Aug. 19, 2019
July 1, 2019	Aug. 7, 2019	Sept. 3, 2019*
July 15, 2019	Aug. 21, 2019	Sept. 16, 2019
Aug. 5, 2019	Sept. 4, 2019	Oct. 7, 2019
Aug. 19, 2019	Sept. 18, 2019	Oct. 21, 2019
Sept. 3, 2019	Oct. 2, 2019	Nov. 4, 2019
Sept. 16, 2019	Oct. 16, 2019	Nov. 18, 2019
Oct. 7, 2019	Nov. 6, 2019	Dec. 2, 2019
Oct. 21, 2019	Nov. 21, 2019	Dec. 16, 2019
Nov. 4, 2019	Dec. 4, 2019	Jan. 6, 2020
Nov. 18, 2019	Dec. 18, 2019	Jan. 21, 2020*
Dec. 2, 2019	Jan. 8, 2020*	Feb. 3, 2020
Dec. 16, 2019	Jan. 15, 2020	Feb. 18, 2020*

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.

Petition for/request to initiate vacation of public highway, street, alley or easement

Fee – \$900

Petition/request to vacate: Highway Street Alley 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 public highway, street, alley or easement hereinafter petitioned to be vacated, and further represent that the following length of highway, street, alley or 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 highway, street, alley or easement to be vacated:

Wherefore, your petitioners request that you vacate said public highway, street, alley or easement within the limits named:

Name, address and phone number	Signature of petitioner	Legal description of petitioner's 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.

