

APPLICATION FOR VACATING ALLEYWAY

Name of Party Requesting Action

Date

Address

Telephone

Name and address of ALL property owners whose property lines touch the alleyway to be vacated:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Reason for requesting alleyway to be vacated: _____

Additional Information party requesting the alleyway to be vacated needs to supply to the City of Richmond:

1. Full certified legal description (meets and bounds) of the alleyway to be vacated.
2. Signatures of ALL persons owning land adjoining alleyway to be vacated. Signatures are to represent their permission to vacate said alleyway.
3. Site Plan of alleyway.
4. Letter from utility companies authorizing vacation of alleyway.

City Actions after completed application is received by the City:

1. City receives completed application form with all necessary signatures.
2. Planning and Zoning Commission sets up Public Hearing to review the request.
3. City staff notifies all adjoining property owners of a public hearing to review vacate.
4. If Planning and Zoning Commission agrees to vacate the alleyway, City staff will prepare an ordinance to vacate said alleyway to present to the City Council for approval.
5. If City Council approves, applicant needs to pay necessary recording fees to record alleyway vacate with the Ray County Recorder of Deeds.

Signature of Applicant