

CITY OF RICHMOND, MISSOURI

APPLICATION FOR VACATING RIGHT-OF-WAY OR UTILITY EASEMENT

Name of Party Requesting Action

Date

Address

Telephone #

Name and address of **ALL** property owners whose property lines touch the **Right-of-way** to be vacated:

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

Reason(s) for requesting right-of-way to be vacated:

Additional Information party requesting to be supplied to the City of Richmond:

1. Full certified legal description (meets and bounds) of the right-of-way to be vacated.
2. Signatures of **ALL** persons owning land-adjointing right-of-way to be vacated. Signatures are to represent their permission to vacate said right-of-way.
3. Site plan of right-of-way (May use existing city maps.)
4. Letter from utility companies authorizing vacation of right-of-way.

City actions after completed application is received by the City:

1. City receives complete application form with signatures of all adjoining property owners of the right-of-way giving their permission, (NOTE: You do not have to have 100% agreement to the right-of-way being vacated to have the City review your application).
2. Planning and Zoning sets up Public Hearing to review the request and the application.
3. City staff notifies all adjoining property owners of a public hearing to review the application.
4. If Planning and Zoning agrees to vacate the right-of-way, City staff will prepare an ordinance to vacate said right-of-way to present to the City Council for approval.

Signature(s) of Applicant