

STREET VACATION REQUEST

Applicant's Name: _____

Applicant's Address: _____

Applicant's Phone: _____

Location of Requested Vacation: _____

- REQUIREMENTS:
1. Applicant must provide a plat and legal description of the property involved in this vacation request.
 2. Applicant must post a sign, legible to the general public from the adjacent street, upon the property described in this application.
 3. Applicant must pay a \$100.00 fee.
 4. Application must provide a written request in which an explanation for the vacation request is given.

- FEES INVOLVED:
1. Cost of a public notice published within a black border in the local newspaper (required by state law).
 2. Cost of postage to mail notices of the application and public hearing, not less than fifteen (15) nor more than thirty (30) days prior to the date of the hearing, to all owners of property within 250' of the parcel to be vacated.
 3. Legal costs involved in the preparation of the street vacation ordinance by the City Attorney.
 4. Cost of recording the street vacation at the Jo Daviess County Recorder's Office.
 5. A per square foot compensation of the land vacated which, in the judgment of the City of Galena shall be equal to the benefits which will accrue to the applicant by reason of the street vacation.
 6. Other miscellaneous costs which might be associated with this street vacation request.

FOR CITY USE ONLY

	YES	COST
Fee Paid:	_____	
Legal and Plat Received:	_____	
Staff Review Completed:	_____	
Publication Completed:	_____	_____
Notices Mailed:	_____	_____
Public Hearing Scheduled:	_____	
Ordinance Prepared:	_____	_____
Recordation Date:	_____	_____
Compensation for Land:	_____	_____
Miscellaneous Costs:	_____	_____
Total All Costs:		_____

STAFF SIGN-OFF

City Engineer: _____

Zoning Administrator: _____

City Administrator: _____

W/S Superintendent: _____

**CITY OF GALENA
STREET VACATION PROCEDURES**

1. Applicant completes street vacation request form and provides legal description and plat. Applicant will be informed of public hearing requirement. Non-refundable application fee of \$100.00 is required before any action will be taken. Applicant is notified that all fees and expenses, including but not limited to the following, will be billed to applicant:
 - a. Publication costs.
 - b. Postage costs of notice to surrounding property owners.
 - c. Legal costs for the preparation of the street vacation ordinance.
 - d. Recording costs of the street vacation.
 - e. A per square foot cost of the land vacated, which will be assessed to applicant if the street vacation is approved.
2. City Engineer, Water & Sewer Superintendent, Zoning Administrator and City Administrator review request.
3. Staff develops either a positive or a negative recommendation. Applicant will be notified of negative recommendation by letter. Applicant may then withdraw request or continue with process.
4. If process continues, notice of the public hearing will be published.
 - a. Notice will be placed in a black bordered ad in the legal section of the local newspaper.
 - b. Notice of the application and public hearing will be mailed, not less than fifteen (15) nor more than thirty (30) days prior to the date of the hearing, to all owners of property within 250' of the parcel to be vacated.
 - c. Applicant will place a sign, legible to the general public from the street, upon the property which is described in the street vacation application. The sign will notify passing citizens of the fact that a street vacation request is pending before the Galena City Council for the street right-of-way contained on this property.
 - d. Council will receive a copy of the application for street vacation in their packet under FYI at the first Council meeting to occur after the public notice is submitted to the newspaper.
5. The public hearing will be placed on the appropriate Council agenda (not less than 15 nor more than 30 days after publication of the public notice) The City Attorney will prepare the appropriate ordinance for inclusion in the Council agenda. This ordinance will be included for passage in the same agenda as the public hearing conducted on the street vacation.
6. Public hearing will be held at the appropriate Council meeting.

7. Council action will be taken at the council meeting (if possible) when the public hearing is held. However, action on the ordinance may be tabled for good cause if Council members so desire.
8. If the application is denied, applicant is notified and billed for publication and legal costs (preparation of ordinance).
9. If application is approved, applicant is notified of Council action and billed for publication, legal and recording costs and compensation of the land vacated as outlined above.
10. When payment is received from the applicant, the City Clerk shall file the appropriate documents with the County Recorder.