

COLUMBIA HEIGHTS

VACATION APPLICATION - SUBMISSION CHECKLIST

The City reserves the right to require additional submittal items if it is deemed necessary to act upon the Vacation Application. Engineering approval may also be required and must meet engineering requirements set by the City Engineer or contained in the City Code.

CONDITIONAL USE PERMIT DOCUMENTS AND REQUIREMENTS	RECEIVED
1. Three (3) sets of blueprints 24" x 36"	
2. Plans to be submitted should include three (3) folded full size copies, with one "11 x 17" to scale reduction and one 8 ½" x 11" reduction, and a PDF file submitted digitally.	
Application form	
1. Completed application, with fee. (Application signed by both property owner and applicant).	
2. Detailed narrative that describes the need or desire for the proposed street, alley, and/or public easement vacation. (See attachment "Required Findings").	
Vacation	
a. Legal description	
b. Survey depicting the area to be vacated	
c. List of all property owners with adjacent land	

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The Vacation process allows for the vacation of public streets, alleys or other public rights-of-way when it is demonstrated that the public reservation of the land no longer serves a clearly identified public purpose.

Required Findings

Required findings: The City Council shall make each of the following findings before vacating a street, alley or other public right-of-way:

- (a) No private rights will be injured or endangered as a result of the vacation.
- (b) The public will not suffer loss or inconvenience as a result of the vacation.