

**Petition For or Request To Initiate Vacation
of Public Utility Easement, Street, or Alley**

No public utility easement, street, or alley within the corporate limits of the City shall be vacated or discontinued except in conformity with the following procedural requirements:

- A. Petition. Proceedings to vacate a public utility easement, street, or alley shall be commenced by action of the City Council on its own motion / Resolution, or by a petition in writing filed with the City Planner and signed by a majority of the owners of property abutting upon the portion of the public utility easement, highway, street, or alley to be vacated.
- B. Reference of Petition to City Administrator. The City Planner shall furnish copies of the petition to the City Administrator and to the Planning Commission for recommendation.
- C. Notice of Hearing. A notice shall be published in the official newspaper specifying the date and place of a hearing. Such notice shall not be published less than two (2) weeks prior to the public hearing. A copy of the notice shall be sent at least ten (10) days prior to the public hearing to each abutting property owner. The notice shall contain the time, place, and date of the hearing as well as contain a copy of the petition or proposed Resolution, if Council initiated.
- D. Hearing. At the time and place specified in such notice, the City Council shall conduct a public hearing on the petition or proposal, and, at any time following such hearing, the City Council may vacate or discontinue the public utility easement, street, or alley, or portion thereof, in accordance with the petition or proposal, upon adoption of an ordinance to that effect by vote of at least four members of the Council, if Council initiated. If such request is initiated by petition of the majority of abutting property owners, then a simple majority of the quorum is needed.
- E. Notice of Completion. Upon the adoption of such Resolution, the City Clerk shall prepare and file with the Isanti County Recorder's Office a notice as required by law. If the petition is denied, a Resolution setting forth the reasons for denial and written findings of fact shall be created.
- F. Fee. The application fee as established by City Council Resolution shall be paid at the time of application.

Specific Items for Application

1. Prior to filing a petition / request, the petitioner should discuss the proposal with City staff prior to completion of final plans.
2. Application Form and Fee
3. A map or plat, which shows all property lines and showing the lands containing the proposed vacation required. Also include electronic copy (pdf document) of the proposal.
4. A complete and accurate legal description must be submitted.
5. A list of all property owners within 350 feet from the property in question. Such list must be certified by the County Assessor's Office.
6. Other supplemental information and materials as required by City Staff.

Please check the type of application requesting:

☐ Utility Easement ☐ Street ☐ Alley

Acceptance of Application

The application is subject to acceptance by the City upon review of the application and necessary materials being submitted. City engineering approval may be required. Application materials shall meet engineering requirements set forth by the city engineer or as stated within the city code.

—STAFF USE ONLY—

Date Received: _____ Date application deemed complete: _____

Planning Commission Meeting Date: _____

Community Development Director/Designee

Date

PETITION FOR / REQUEST TO INITIATE VACATION OF
STREET, ALLEY, OR UTILITY EASEMENT

To the City Council of the City of Isanti, Minnesota:

The undersigned petitioners specifically represent and state that they are owners of the land fronting upon the portion of the street, utility easement, or alley petitioned to be vacated, and further represent that the following length of street, utility easement, or alley legally described as follows:

is not required for public use and that the public interest would be promoted by vacating and discontinuing the same, and that the following tracts and parcels of land abut on the said portion of street, alley, or utility easement to be vacated:

Therefore, the petitioners request that you vacate said street, alley, or utility easement within the limited named:

**Name, address, and phone
number**

**Signature
of Petitioner**

**Legal Description
of Property**
