



ENGINEERING DEPARTMENT • PHONE: 651-792-7004 • FAX: 651-792-7040
2660 CIVIC CENTER DR. • ROSEVILLE, MN 55113

APPLICATION FOR VACATION

1. Please check which of the following you are applying for:

Street vacation _____ Alley vacation _____ Easement vacation _____ Property vacation _____

2. Applicant/business name: _____

Contact person: _____

Mailing Address: _____

Telephone: (Home) _____ (Work) _____ (Cell) _____

Email: _____

3. Legal description of the street, alley, easement or property you want the City to vacate:

The applicant hereby grants permission for the City's employees, officials and agents to enter onto the property that is subject to this application for the purposes of viewing the property and reviewing this request.

Applicant's Signature

Date

FILING REQUIREMENTS

You must provide all of the following items with your application in order for it to be considered complete:

1. A written statement explaining your reasons for requesting this vacation and why there is no public need for the street, alley, easement or property.
2. A map that shows the exact area you want vacated. This map shall include all utilities in the area proposed for vacation.
3. Signed petition form. Note: If a majority of the abutting owners sign the petition, the City Council may approve the vacation by a majority vote. (The City considers a husband and wife to be individual owners if they both are listed as the legal property owners.)
4. Application fee must be paid to the City of Roseville.

PROCEDURE

1. Return this application to the Engineering Department.
2. The City Engineer will schedule a public hearing with the City Council. They will prepare a report and staff recommendation after a complete application is received. The City will take action on the request within 60 to 120 days of receiving the complete application.
3. If necessary, a meeting with the applicant/developer and City Staff will be scheduled to discuss specific utility or zoning issues that may apply.
4. The City Council will hold a public hearing and make the final decision.
5. The City will file the easement vacation with Ramsey County.