

## PROCEDURE FOR VACATION

1. The Applicant files a complete "Application to Vacate" with the City Planning Department, 46 North Main Street. The Planning Department shall review for completeness within seven (7) days.
2. The City Planner will schedule a public hearing with the Zoning and Planning Commission and will submit an advertisement to the local newspaper at least seven (7) days prior to the Commission hearing. The applicant shall pay all costs of advertising.
3. The City Planner will also schedule a public hearing before the City Council to consider the vacation request and submit an advertisement to the local newspaper at least fourteen (14) days prior to the Council hearing. The applicant shall pay all costs of advertising.
4. The Applicant requesting the vacation must notify by mail at least fourteen (14) days prior to the Zoning and Planning Commission hearing the owners of all real property located adjacent to the proposed vacation.

The fourteen (14) day notification period means that the notices should be received fourteen (14) days prior to the Zoning and Planning Commission meeting.

5. The Applicant shall prepare and file an "Affidavit of Property Owners Notified" at least fourteen (14) days prior to the Zoning and Planning Commission meeting.
6. The Applicant will have the required signatures on the "Application to Vacate." A complete application is required at least fourteen (14) days prior to the Zoning and Planning Commission meeting.
7. Written or oral protests may be filed prior to or at the time of the Zoning and Planning Commission meeting.
8. The recommendations of the Zoning and Planning Commission in addition to all documents and written protests shall be forwarded to the Council for their decision.
9. Written or oral protests may be filed prior to or at the time of the City Council meeting.
10. If the vacation request is granted by the City Council, the Applicant will be required to furnish the City Attorney a complete legal description of all property vacated for purposes of issuing the deed(s).
11. Deed registration shall be filed by the City Attorney. The Applicant shall pay all filing costs.