



DEVELOPMENTAL SERVICES & INSPECTIONS

819 1st Avenue South
Fort Dodge, IA 50501

Tel: (515) 576-4551, ext 1004 Email: ds@fortdodgeiowa.org

VACATION APPLICATION

APPLICANT INFORMATION:

Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Fax Number: _____ Mobile Number: _____ Email: _____

VACATION REQUEST INFORMATION:

Site Location/Address(Attach map/plans): _____

Existing Use: _____ Proposed Use: _____ Total Area: _____

SUBMITTAL REQUIREMENTS:

Signed Application

Right of Way Vacation Map

Application Fee (\$100)

DISPOSITION PETITION

If vacated, are you interested in acquiring a portion of lands adjacent to your property? _____ Yes _____ No

Are you interested in acquiring any other portions of the proposed vacation? _____ Yes _____ No

ACKNOWLEDGEMENT AND SIGNATURE FORM

Review of this application may require City Staff, Commission or Council members to visit the property to assess the project. Obtaining approval does not absolve the applicant from obtaining any other local, state, and/or federal permits that may be required; including Building Permits, Right-of-Way Excavation Permits, IDOT access permits, etc.

The undersigned acknowledges he/she has read and understands the requirements and stipulations set forth in this application. The undersigned certifies that the information presented on this application and all other required materials is true and correct to the best of his/her knowledge and further certifies that he/she has a legal interest in the property in question, and/or is legally able to represent all other persons or entities with interest in this property.

Signed by: _____ Date: _____
(Applicant)

For City Staff Use Only:

Legal Description: _____

Existing Zoning: _____ Land Use Reference: _____

VACATION REVIEW PROCESS:**1. PREAPPLICATION MEETING**

The applicant may request a preapplication meeting with City Staff to acquaint both parties with the proposed vacation and process. This can be set up by calling the BACG Office at (515) 573-8321.

The request for vacation shall be submitted to the BACG Office 2 weeks prior to the next scheduled Plan and Zoning Commission meeting. Plan and Zoning Commission meetings are held on the 2nd and 4th Tuesday of each month.

2. CITY STAFF REVIEW

City Staff will review the request based on certain guidelines established in the City's Policy and Procedures for Vacation of Public Right-of-Way. Within this review, staff will notify all adjacent property owners, City Departments and Utilities for comment. After all comments are received and review completed, Staff will provide their analysis and recommendation to the Plan and Zoning Commission at their next scheduled meeting.

3. PLAN AND ZONING COMMISSION REVIEW

The Plan and Zoning Commission will review the request and staff report, and vote on their recommendation to provide for the City Council; whether of approval, modification, or disapproval.

4. CITY COUNCIL REVIEW

Upon receiving the Plan and Zoning Commission's recommendation, the request for vacation will be provided to the City Council for their review. A vacation is a change to the City's Zoning Ordinance, which requires a public hearing and three readings; therefore, the request will be considered at three Council meetings prior to final approval or disapproval:

- Council Meeting #1: Public Hearing and 1st Reading of Ordinance
- Council Meeting #2: 2nd Reading of Ordinance
- Council Meeting #3: 3rd Reading of Ordinance

5. DISPOSITION

At the time of the third reading, a Resolution for Disposition will be heard by the Council. Upon Council's approval of the Disposition, the disposition will be recorded. At such time, all vacated lands will be disposed of to those interested property owners.

6. EASEMENTS

All existing utilities that were identified in the review process shall be maintained through an easement or other acceptable agreement established between the proposed owner of the vacated property and the utility entity seeking such agreement. For existing or proposed City Utilities, an easement must be approved by the City Council at the time of disposition.

*For more information on the process for vacating the public right-of-way contact the BACG Office at (515) 573-8321 OR see the City's "Policy and Procedures for Vacation Public Right-of-Way"