



## VACATION APPLICATION

**Application is hereby made by:**

Full Name of Petitioner:

Street Address:

Phone Number with Area Code:

City, State and Zip:

E-mail Address:

**Surveyor:**

**Legal Consultant:**

Full Name:

Full Name:

Street Address:

Street Address:

City, State and Zip:

City, State and Zip:

Phone Number with Area Code:

Phone Number with Area Code:

**Vacation Information**

Full Name of Street or Location of Right-of-Way:

Size of Street or Alley Right-of-Way Vacation:      Length:                      Width:                      Sq. Ft:

Are there any existing or proposed restrictions, such as easements, to the proposed vacated street or alley right-of-way?

:                      Yes                      No                      If yes, please describe below

**FULL** Legal Description of Street or Alley Right-of-Way:

List all PIN numbers of properties adjacent to the street or alley right-of-way proposed for vacation:

Existing Adjacent Area Land Use(s):

Proposed Use of Vacated Street or Alley Right-of-Way:

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Place a checkmark next to the following improvements that the proposed vacation of street or alley right-of-way contains:

Pavement with curb and gutters

Pavement (no curb or gutters)

Gravel

Dirt

Unimproved and not used for traffic

Electric (above ground)

Electric (below ground)

Electric boxes on ground

No electric

Telephone (above ground)

Telephone (below ground)

No Telephone

Water Main

No Water Main

Sanitary Sewer

No Sanitary Sewer

Storm Sewer

No Storm Sewer

Cable

Fiber Optics Cable

Other Utilities (please list):

If any of the above utilities exist within the street or alley right-of-way, they **MUST** be shown on the Plat of Vacation as a recorded easement if required by the utility provider.

Is any part of the proposed street or alley right-of-way proposed for a vacation within a flood plain or wetland?

Yes

No

Is any part of the proposed street or alley right-of-way proposed for a vacation undevelopable for other reasons?

Yes

No

If yes, describe:



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## PROCEDURE

1. Pre-Application Meeting. A pre-application meeting with the Department of Planning and Zoning is **MANDATORY** prior to the preparation of this application. The applicant and/or his representative are asked to review the application prior to this meeting so that any questions regarding what is required can be addressed.
2. Submittal Meeting. Applications are due **BEFORE** the 8<sup>th</sup> of the month in order to be placed on the Planning and Zoning Commission agenda for the following month. This allows for the required publication of notices and the mailing of notices to surrounding property owners. The applicant and/or his representative are required to schedule and personally attend the submittal meeting. Applications **WILL NOT** be accepted without scheduling a submittal meeting. Applications will also not be accepted if there is anything missing from the Attachment Checklist below. Missing information may postpone the hearing date of this application until the month after the following month. Staff shall review the application for completeness and to make certain that the application meets the requirements of the Zoning Ordinance.
3. Staff prepares a written staff recommendation to the City Council, which includes a market rate valuation of the land comprised of the subject right-of-way. The applicant is subject to paying that market rate valuation price, or any price the City Council deems appropriate, in addition to the application fee. If there are any encumbrances that exist within the subject right-of-way, such as underground or overhead utilities, the assessed value will be recommended.
4. Public Hearing. The applicant and/or his representative is **REQUIRED** to attend the Planning and Zoning Commission's public hearing whenever the proposed vacation is scheduled to be heard (the second Thursday of the month after the application is received, if received in complete form and prior to the 8<sup>th</sup> of the month). Meetings are held in the City Council Chambers, 100 N. Martin Luther King, Jr. Avenue, Waukegan, Illinois, at 7:00 PM.
5. Community Development Committee Meeting. The applicant and/or his representative are **REQUIRED** to attend the Community Development Committee meeting. Meetings are held in the City Council Chambers, 100 N. Martin Luther King, Jr. Avenue, Waukegan, Illinois, on the first Monday of the month (and after the Planning and Zoning Commission public hearing) anytime between 5:00 PM and 7:00 PM.
6. City Council Meeting. If the Judiciary Committee forwards a recommendation, this application will be considered by the full City Council later that same evening at 7:00 PM.

## ATTACHMENT CHECKLIST

Fifteen (15) hard copies of this application, Plat of Vacation (prepared by an Illinois Registered Land Surveyor), , and proposed site plan.

One (1) electronic copy of this application, Plat of Vacation (prepared by an Illinois Registered Land Surveyor), and proposed site plan, on a CD.

A copy of deed or title insurance policy to provide proof of parcel ownership.

Application fee of \$300.00 (make checks payable to City of Waukegan).