



APPLICATION FOR STREET VACATION
 Community and Economic Development Department
 100 N. Appleton St. PH: 920-832-6468
 Appleton, WI 54911 FAX: 920-832-5994

Stamp date received

APPLICANT		STREET VACATION INITIATED BY	
Name		<input type="checkbox"/> Citizen Initiated <input type="checkbox"/> Aldermanic Resolution <input type="checkbox"/> City Staff Initiated	
Mailing Address			
Phone		Fax	
E-mail			

STREET INFORMATION	
Name of Street(s) to be Vacated:	
Location:	
Legal Description of Proposed Street Vacation *Please submit an electronic copy of the legal description in Microsoft Word format.	
Current Zoning:	Proposed Zoning:
Current Uses:	

PLEASE STATE THE REASON(S) FOR STREET VACATION REQUEST
*Please attach a location map of the property or portion of the property in question and facts to support the request.

Date	Applicant Signature

OFFICE USE ONLY	
Application Complete _____	Date Filed _____

WHAT IS A STREET VACATION?

A Street Vacation is the discontinuance of all or part of a public way granted by the Common Council.

WHERE DO I START?

Contact the Community Development Department to discuss interest in a street vacation. A citizen-initiated street vacation requires a written petition of the owners of all frontage of the lots and lands abutting the public way and more than one-third of the owners of the frontage of the lots and lands abutting that portion of the remainder of the public way which lies within 2,650 feet of the ends of the portion to be discontinued.

WHAT'S NEXT?

Submit the petition, scaled map and legal description to the Community Development Department. The Community Development Department checks the accuracy of the request and files the petition with the City Clerk.

The request for a street vacation goes before the Municipal Services Committee and the Plan Commission. The Common Council holds a public hearing to vote on the Final Resolution vacating the right-of-way.

WHAT IS THE FINAL ACTION?

After Common Council action, the City Clerk shall record the vacation with the Register of Deeds office. The Community Development Department notifies City department heads, utility companies and emergency service operators of the approved street vacation.