



216 4th Street N, Stillwater, MN 55082
651-430-8800
Attn: Planning Department
www.ci.stillwater.mn.us

PETITION TO VACATE PUBLIC STREET

Application Date: _____ Fee: \$350 Technology Fee: \$25 Receipt Number: _____

Parcel Identification Number (PID): _____

Legal Description: _____

Project Address: _____

Owner Name: _____

Owner Phone Number: _____ Owner Email: _____

Applicant (if different than owner): _____

Description of Request: _____

Vacation Type: ☐ Street ☐ Alley ☐ Drainage/Utility Easement ☐ Conservation ☐ Misc./Other

Does the proposed area for vacation terminate or abut any public water body? ☐

Existing Site Conditions: _____

Applicable Regulation: *Please review the referenced code section for a detailed description of required submittal documents, and subsequent process. MN Statutes 412.851*

SUBMITTAL MATERIALS

The following materials must be submitted with your application in order to be considered to complete.

- ☐ Site Plan: A scalable site plan, no larger than 11"x17", must be submitted which demonstrates the following:
 - The existing property line
 - Proposed area for vacation
 - Proposed property lines
 - Existing and proposed buildings including dimensions to existing and proposed property lines
 - Current lot size and proposed lot size with the vacated property
- ☐ Written Narrative Describing Request: A written description of your request for the vacation will be required to be submitted as part of your application. The description must include the following: Reason for vacation. Describe how the vacation is in the best interest of the public.
- ☐ Petition Requesting Vacation: The petition must be signed by the owners of land abutting the proposed area to be vacated.
- ☐ Statement acknowledging that you have contacted the other governmental agencies such as Watershed Districts, County Departments, State agencies, or others that may have authority over your property for approvals and necessary permits.
- ☐ Vacation of Property application form completed.

We, the undersigned, have read and understand the above.

Signature

Date

Signature

Date