



Vacation

Application Type		<i>(Applicant: check one)</i>	
Right-of-Way Vacation:	<input type="checkbox"/>	Land Division Plat Vacation:	<input type="checkbox"/>
Other Public Land Vacation:	<input type="checkbox"/>		
Required Project Information		<i>(Applicant: complete this section)</i>	
Applicant Name:		Phone:	
Company:		Fax:	
Address:			
Applicant's Rep.:		Phone:	
Company:		Fax:	
Address:			
Property Owner:		Phone:	
Company:		Fax:	
Address:			
ASSESSOR'S MAP NO:		TAX LOT NO(S):	
Property Address:			
Size of Property:			
		Acres <input type="checkbox"/>	Square Feet <input type="checkbox"/>
Area of Vacation Request:			
		Acres <input type="checkbox"/>	Square Feet <input type="checkbox"/>
Description of Property to be Vacated:			
Signatures: Please sign and print your name and date in the appropriate box on the next page.			
Required Project Information		<i>(City Intake Staff: complete this section)</i>	
Associated Applications:		Signs:	
Case No.:	Date:	Reviewed by:	
Application Fee: \$	Technical Fee: \$	Postage Fee: \$	
TOTAL FEES: \$		PROJECT NUMBER:	

Signatures

<p>The undersigned acknowledges that the information in this application is correct and accurate.</p> <p>Applicant:</p> <p>_____ Date: _____</p> <p>Signature</p> <p>_____</p> <p>Print</p>

<p>If the applicant is not the owner, the owner hereby grants permission for the applicant to act in his/her behalf.</p> <p>Owner:</p> <p>_____ Date: _____</p> <p>Signature</p> <p>_____</p> <p>Print</p>
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Vacation Application Process

1. Applicant Submits a Vacation Application to the Development Services Department

- The application must conform to the *Vacation Submittal Requirements Checklist* on pages 4-5 of this application packet.
- Planning Division staff screen the submittal at the front counter to determine whether all required items listed in the *Vacation Submittal Requirements Checklist* have been submitted.
- Applications missing required items will not be accepted for submittal.

2. City Staff Conduct Detailed Completeness Check

- Planning Division staff conducts a detailed completeness check within 30 days of submittal.
- The assigned Planner notifies the applicant in writing regarding the completeness of the application.
- An application is not be deemed technically complete until all information necessary to evaluate the proposed development, its impacts, and its compliance with the provisions of the Springfield Development Code and other applicable codes and statutes have been provided.
- Incomplete applications, as well as insufficient or unclear data, will delay the application review process and may result in denial.

3. City Council Reviews the Application, Holds a Public Hearing, and Issues a Decision

- This is a Type IV decision and thus is made after a public hearing.
- A notice is posted in the newspaper, and notice is mailed to property owners and occupants within 300 feet of the property being reviewed and to any applicable neighborhood association. In addition, the applicant must post one sign, provided by the City, on the subject property.
- Written comments may be submitted to the Development Services Department through the day of the public hearing or comments may be provided in person during the public hearing.
- Applications are distributed to the Development Review Committee.
- After a public hearing, the City Council issues a decision that addresses all applicable approval criteria and/or development standards, as well as any written or oral testimony.
- Applications may be approved, approved with conditions, or denied.
- The City mails the applicant and any party of standing a copy of the decision, which is effective either on the date the decision is made or 30 days after the decision is made if there is no emergency clause in the adopting Ordinance.
- The decision issued is the final decision of the City but the City Council's decision may be appealed within 21 calendar days to the Land Use Board of Appeals.

Vacation Submittal Requirements Checklist

NOTE: If you feel an item does not apply, please state the reason why and attach the explanation to this form.

- Submitted Concurrently** with Land Division or Site Plan Review applications, where applicable
- Application Fee** - refer to the *Development Code Fee Schedule* for the appropriate fee calculation formula. A copy of the fee schedule is available at the Development Services Department. The applicable application, technology, and postage fees are collected at the time of complete application submittal.
- Vacation Application Form**
- Copy of the Deed** for the property to be vacated.
- Copy of a Preliminary Title Report** issued within the past 30 days documenting ownership and listing all encumbrances for the property to be vacated.
- Narrative** explaining the existing use of the property to be vacated, the reason for the vacation, and the proposed use of the property to be vacated, as well as any additional information that may have a bearing in determining the action to be taken. In addition, provide findings demonstrating compliance with the Vacation Criteria described in SDC 5.20-130 B.

NOTE: Before the City Council can approve a Vacation request, information submitted by the applicant must adequately support the request. All of the Vacation Criteria must be addressed by the applicant. Incomplete applications, as well as insufficient or unclear data, will delay the application review process and may result in denial.

- Petition** of affected property owners for citizen-initiated right-of-way or plat vacations
- Right-of-Way Vacations***
- A report from the title company showing the names of all persons having an interest in the abutting and affected property. All abutting property owners and not less than owners of two-thirds of the affected property (in area) must sign Consent to Vacate forms, and signatures must be notarized. Affected property is:
 - Land lying on either side of the street or portion of the street proposed to be vacated and extending to the next lateral street, not to exceed 200 feet, as measured from the street right-of-way
 - Where a street is proposed to be partially vacated, affected property also includes land on both sides of the street for a distance of 400 feet beyond the portion of the street proposed to be vacated
 - Where a street is proposed to be entirely vacated, the land which would be included in an extension of the street for a distance of 400 feet beyond each end will also be counted

Plat Vacations

- Consent of the owner or owners of two-thirds of the property (in area) within the plat or part of the proposed area to be vacated
- Certificate showing that all City liens and taxes have been paid

- Copy of the Plot Plan Reduced to 8½"x 11"**, which will be mailed as part of the required neighboring property notification packet.
- Three (3) Copies of a Plot Plan to Include the Following:**
 - Prepared by an Oregon licensed Surveyor
 - Date, north arrow, and standard scale
 - Map & tax lot numbers of affected properties and adjacent properties
 - Vicinity Map
 - Adjacent streets, alleys, and access ways, including street name and right-of-way and paving width
 - Existing dimensions and area of the lots/parcels involved
 - Dimensions of existing public utility easements and any other areas restricting use of the lots/parcels (i.e. conservation areas, slope easements, access easements) on or adjacent to the subject lots/parcels
 - Proposed dimensions and area of the lots/parcels involved
 - For right-of-way vacations, the dimensions of the entire right-of-way on or adjacent to the subject lot/parcel and demonstrate compliance with boundary requirements of ORS 271.080 et seq.
 - Dimensions, area, and legal description of the portion of the property proposed for vacation

