



Abandonment Application Checklist

(to be used for easements,
streets, and alleys)

<u>Staff Use Only</u>		
Application		
Number:	_____	
Received		
By:	_____	
Date:	_____	
Fees		
Paid:	_____	
Complete:	Y	N

Required Items

Complete sets of these documents are required at the time of application.

Please provide (1) paper copy with original signatures and a PDF version of the complete application, except the Site Plan, which requires (2) paper copies and (1) PDF version.

		<u>Staff Use only</u>
1.	Pre-Application meeting with Staff Date: _____	Y N
2.	Application fee as per the current fee code	Y N
3.	Completed Land Use Application form	Y N
4.	Written Legal Description of property to be abandoned	Y N
5.	Town Engineer or ADOT approval of Abandonment	Y N
6.	Petition to Vacate Easement/Street/Alley, completed and notarized	Y N
7.	A preliminary title report shall be submitted by the property owners for the property proposed to be abandoned or reverted to acreage.	Y N
8.	Survey of Street Abandonment and Reversion to Acreage (24"x36", or as approved) (2 paper copies and 1 PDF version) <u>-See Section 400.D.1 for preparation of a Site Plan-</u>	Y N
	Vicinity map	
	-North arrow, scale (1" =100' or 1" =200'), and date of preparation.	
	-Subdivision or block and lot name of the properties adjoining requested abandonment.	
	-Locations and boundaries, including dimensions, of property(s) proposed for abandonment and allocation of reversion to acreage to adjoining properties, as appropriate.	
	-Acreage or square footage contained within property proposed for abandonment.	
	-Zoning and existing land uses on all lands adjacent to the proposed abandonment.	
9.	Completed Permission to Enter Property statement for easements on private property, signed by the property owner(s).	Y N

Please Note: A request will not be scheduled on an agenda until the application is complete. Submittal of an application does not constitute a complete application until it has been verified as complete and confirmation has been given by the planning division to the applicant verbally. Once an application is deemed complete, the application will be scheduled for a public hearing before the Planning & Zoning Commission; if a recommendation is made, then the application will be scheduled for action by the Town Council. The applicant or their designated representative must attend the public hearings when their application is being considered. Failure to attend may result in postponement of action by the Planning and Zoning Commission.