

Application Date:	
Fee:	\$50.00
Escrow:	\$500.00

EASEMENT/RIGHT-OF-WAY VACATION

When a Township road is vacated, relocated or modified, the subdivider will be responsible for all costs, and will be responsible to provide the Township any and all necessary petitions, resolutions, signatures and other documents required to take action.

PARCEL IDENTIFICATION NO (PIN):		ZONING DISTRICT & COMP PLAN LAND USE:
LEGAL DESCRIPTION:		LOT SIZE:
PROJECT ADDRESS:	OWNER: Name: Address: City, State: Phone: Email:	APPLICANT (IF DIFFERENT THAN OWNER):
BRIEF DESCRIPTION OF REQUEST:		
EXISTING SITE CONDITIONS:		
APPLICABLE ZONING CODE SECTION(S): <i>Please review the referenced code section for a detailed description of required submittal documents, and subsequent process.</i> 1. Chapter 3 Lent Township Land Use Regulations, Section 4.18 Vacation, relocation, or modification of Township Roads		

Submittal Materials

The following materials must be submitted with your application to be considered complete. If you have any questions or concerns regarding the necessary materials, please contact the Town Planner.

AP – Applicant check list, TS – Town Staff check list

Easement and Right-of-Way Vacation: All plans shall include:

AP	TS	Materials
<input type="checkbox"/>	<input type="checkbox"/>	<u>Survey: An official survey, by a licensed surveyor, shall be requested with the application. The survey shall be scalable and in an 11" x 17" format.</u> <ul style="list-style-type: none"> • North point and graphic scale • Legal description of property and the area of easement vacation • Name of owner(s) on record • Property name(s) and address(es) • Date of preparation • Name of Surveyor and Registration • Boundary lines of adjoining unsubdivided or subdivided land, within one hundred (100) feet, identified by name and ownership, but including all contiguous land owned or controlled by the subdivider. • Location of current and proposed curb cuts for driveways and access roads • Locations and widths of current and proposed alleyways, pedestrian ways, sidewalks, and trails • Location, width, and names of current and proposed right-of-way, platted streets and utility easements • Layouts and names of proposed streets, and rights-of-way. Street names shall conform to the Lent Township uniform street naming and property numbering system.
<input type="checkbox"/>	<input type="checkbox"/>	Paid Application Fee and Escrow

Application for: **EASEMENT/ROW VACATION**
Lent Township

MATERIALS THAT MAY BE REQUIRED UPON THE REQUEST OF THE TOWN PLANNER

<input type="checkbox"/>	<input type="checkbox"/>	<u>Written Narrative Describing your request:</u> <i>A written description of your request for the Easement/ROW Vacation will be required to be submitted as a part of your application.</i> <ul style="list-style-type: none">• Description of the easement vacation• Any proposed grading changes for the area
<input type="checkbox"/>	<input type="checkbox"/>	A petition from the majority of landowners abutting the right of way or easement to be considered for vacation
<input type="checkbox"/>	<input type="checkbox"/>	Statement acknowledging that you have contacted the other governmental agencies such as Conservation Districts, County departments, State agencies, or others that may have authority over your property for approvals and necessary permits.
<input type="checkbox"/>	<input type="checkbox"/>	Additional information as may be requested by the Zoning Administrator.

Review and Recommendation by the Planning & Zoning Commission (P&Z). Whether initiated by the council or by petition from the abutting owners, the city must conduct a public hearing to solicit public input on a proposed vacation prior to granting a vacation. Notice of a hearing shall be published in the official newspaper of the Township at least ten (10) days prior to the date of the hearing. Written notice of public hearing for amendment shall be sent to the Chisago County Board of Commissioners. Written notice shall also be sent to all property owners of record within one-quarter (1/4) mile of the affected property or the nearest ten (10) properties, whichever would provide notice to the greatest number of owners.

Township staff have the authority to request additional information from the applicant beyond what is required for submittal materials or to retain expert testimony with the consent and at the expense of the applicant if said information is declared to be necessary by the Township to review the request or to establish performance conditions in relation to this Ordinance.

The P&Z shall consider oral or written statements from the applicant, the public, Staff, or its own members. It may question the applicant and may recommend approval, disapproval, or table by motion the application. The Commission may impose necessary conditions and safeguards in conjunction with their recommendation.

Review and Decision by the Town Board. The Board shall review the application after the P&Z has made its recommendation. The Board is the only body with the authority to make a final determination and either approve or deny the application. A vacation commenced solely on the initiative of the city council requires a four-fifths majority vote in favor of the resolution. A vacation commenced by petition of a majority of abutting landowners requires a simple majority of the quorum present at the meeting to pass a favorable resolution.

Recording by Chisago County. Once approved, a notice must be presented to the county auditor, who will enter the notice in the transfer records and note upon the instrument, over official signature, the words "entered in the transfer record." The notice must then be recorded with the county recorder.

This application must be signed by ALL owners of the subject property, or an explanation given why this not the case.

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

Signature of Applicant

Date

Signature of Owner (if different than applicant)

Date