



## VACATION OF EASEMENTS AND RIGHT-OF-WAY

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**FEE:** \$250 for first lot for Single Family Residential plus \$50 per additional lot  
\$500 for all Others

Steps in the process of an easement or right-of-way vacation:

1. **Contact Engineering Department to complete a petition. Applicant may need to hire a Licensed Surveyor to provide a description and "Autocad" drawing of the proposed vacation.**
2. **Receive petition and order Public Hearing.**
  - a. Council is asked to receive a petition from a property owner. The Council will vote to set a meeting to give people a chance to voice their concerns about the changes to the easement or right-of-way.
3. **Published and written notice of Public Hearing.**
  - a. City will publish once in the Official Newspaper at least 2 weeks before the Public Hearing date, and will post notice to the public.
  - b. Written notice with attached petition to be sent to affected property owners at least 10 days prior to Public Hearing. Utility companies also receive notice of the hearing.
4. **Council will hold Public Hearing and may have First Reading of the Ordinance.**
  - a. The Public Hearing gives interested people, including utility companies, a chance to voice their concerns about the vacation.
  - b. The Public Hearing is generally one month after the petition is received.
5. **Council will have the Second Reading of the Ordinance.**
  - a. Ordinance must be approved by at least five members of the Council.
  - b. The Second Reading generally occurs the next Council meeting after the Public Hearing.
6. **Ordinance is published in the Official Newspaper for at least 30 days.** The 30 days does not begin until the next publishing date after the Second Reading (which is generally 8 days).
7. **After the 30-day publishing period, the ordinance is filed by the City with the County Recorder's office to be recorded on affected properties.**

**The process takes at least 90 days to accomplish.**