

# STREET VACATION APPLICATION

Please attach a cover letter to fully explain the project if there is not adequate space on this form.

Project Number	Project Name (15 characters)	Case Number STV	Date Received
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**NAME OF RIGHT-OF-WAY TO BE VACATED:** \_\_\_\_\_

**Dimensions of right-of-way to be vacated:**

Width \_\_\_\_\_ feet

Length \_\_\_\_\_ feet

Total Area \_\_\_\_\_ square feet

Total length of parcel lot lines fronting the right-of-way \_\_\_\_\_ feet

**DESCRIBE THE REASON(S) FOR THE STREET VACATION:**

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**EXISTING USE OF SUBJECT RIGHT-OF-WAY:**

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**PROPOSED USE OF SUBJECT RIGHT-OF-WAY:**

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**APPLICANTS PLEASE NOTE:**

**Attached is a petition that must be completely filled out in order for the application to be complete. If any information is missing on the petition, the application will not be reviewed by Community Development Staff or scheduled for a Public Hearing.**

**If the property owners involved in the petition do not own at least 50% of all property fronting the Right-of-Way to be vacated, the application will not be accepted.**

For more information regarding the permitting process and the submittals required for a complete application, please see the reverse side.

If you need any assistance filling out this form, please contact the Permit Center at 586-0770.

**SUBDIVISION/PLATTING FEES**

	Fees	Check No.	Receipt	Date
Application Fees	\$ _____	_____	_____	_____
Pub. Not. Sign Fee	\$ _____	_____	_____	_____
Pub. Not. Sign Deposit	\$ _____	_____	_____	_____
<b>Total Fee</b>	<b>\$ _____</b>	_____	_____	_____

**NOTE: MUST BE ACCOMPANIED BY DEVELOPMENT PERMIT APPLICATION FORM**

TO BE COMPLETED BY THE APPLICANT

## **Street Vacation Application Instructions**

**Pre-Application Conference:** A pre-application conference is highly recommended prior to submitting an application. The applicant will meet with City & Borough of Juneau and Agency staff to discuss the proposed development, the permit procedure and to determine the application fees. To schedule a pre-application conference, please contact the Permit Center at 586-0770 or via e-mail at [Permits@ci.juneau.ak.us](mailto:Permits@ci.juneau.ak.us).

**Application:** An application for a Street Vacation Permit will not be accepted by the Community Development Department until it is determined to be complete. The items needed for a complete application are:

**Forms:** A completed Street Vacation Application, Petition, and Development Permit Application form. All Landowners involved must sign the Petition, which can take the place of signing the "land owner or lessee consent" signature area on the Development Permit Application form.

**Fees:** The fee for a Street Vacation Application is \$500.00. Any development, work or use done without a permit issued will be subject to double fees. All fees are subject to change.

**Project Description:** A detailed letter or narrative describing the project.

**Additional Items:** Each application packet must also include:

- A. A petition signed by the owners of the land fronting the portion of the street sought to be vacated. This petition is attached to the application.
- B. A copy of the existing plat showing the proposed alteration and changes in lot lines.

**Document Format:** All information that is submitted as part of an application shall be submitted in either of the following formats:

- A. Electronic copies may be submitted by CD, DVD or E-mail in the following formats: .doc, .txt, .xls, .bmp, .pdf, .jpg, .gif, .xlm, .rtf or other formats pre-approved by the Community Development Department.
- B. Paper copies may not be larger than 24" X 36" (Unless a larger paper size is preapproved by the Community Development Department).

**Application Review & Hearing Procedure:** Once the application is determined to be complete, the Community Development Department will initiate the review and scheduling of the application. This process includes:

**Review:** As part of the review process the Community Development Department will evaluate the application for consistency with all applicable City & Borough of Juneau codes and adopted plans. Depending on unique characteristics of the permit request, the application may be required to be reviewed by other municipal boards and committees. During this review period, the Community Development Department also sends all applications out for a 15-day agency review period. Review comments may require the applicant to provide additional information, clarification, or submit modifications/alterations for the proposed project.

**Hearing:** All Street Vacation Applications must be reviewed by the Planning Commission. Once an application has been deemed complete and has been reviewed by all applicable parties the Community Development Department will schedule the requested permit for the next appropriate meeting.

**Public Notice Responsibilities:** As part of the Street Vacation permitting process, all permit requests must be given proper public notice, which consists of the following:

**Community Development Department:** Will give notice of the pending Planning Commission meeting and its agenda in the local newspaper a minimum of 10-days prior to the meeting. Furthermore, the department will mail abutters notices to all property owners within 500-feet of the project site.

**Applicant:** Will post a sign on the site at least 14-days prior to the meeting. The sign shall be visible from a public right-of-way or where determined to be appropriate by the Department. Signs may be produced by the Community Development Department for a preparation fee of \$50, and a \$100 deposit that will be refunded in full if the sign is returned by 4:30 p.m. on the Monday following the scheduled hearing date. If the sign is returned later than the Monday after the Planning Commission meeting, but within two weeks of the meeting, \$50.00 may be refunded. The applicant may make and erect their own sign. Please speak with the Community Development Department for more information.

**After the Public Hearing:** If the Street Vacation is approved by the Planning Commission, the applicant must submit an Order of Street Vacation. This document needs to contain the legal description of the area vacated. Depending on the number of lots affected by the Street Vacation, either a Major (5 or more lots affected) or Minor (4 or fewer lots affected) Subdivision must be applied for within 18 months and approved in order for the Street Vacation to be completed. After the subdivision plat has been approved through the required process, it will be recorded with the Order of Street Vacation, at which time the street will have been vacated. Prior to recording, all taxes and special assessments on the property affected by the re-plat must be paid in full, and a Certificate of Payment of Taxes is required.

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**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**PROPERTY OWNERS ADJACENT TO PROPERTY TO BE VACATED**

I am (we are) the owner(s) of the property subject to this application and I (we) consent as follows:

- A. This application for a Street Vacation review adjacent to my (our) property is made with my (our) complete understanding and permission.
- B. I (we) grant permission for officials and employees of the City and Borough of Juneau to inspect my property as needed for purposes of this application.

Landowner's Signature	Landowner's Name (Printed)	Street Address	Length of Frontage Along Right-of-Way	Percentage of Total Frontage
<b>Total Percent of Frontage along Right-of-Way Proposed to be Vacated by this Petition</b>				