



Community Development Department
City of Fridley
6431 University Avenue NE
Fridley MN 55432
763.572.3592
Fax: 763.571.1287
www.fridleymn.gov

STREET, ALLEY OR EASEMENT VACATION APPLICATION

Property Information

Address: _____
Anoka County Property Identification Number (PIN #): _____
Legal Description: _____
Current Zoning: _____ Square footage of Parcel: _____

Legal Description of Street, Alley, or Easement to be Vacated:

Reason for Vacation (one sentence summary, please attached full description)

Fee/Property Owner Information (as it appears on property title)

****Fee owner must sign this form prior to processing**

Name (please print): _____
Mailing address: _____
City: _____ State: _____ Zip code: _____
Daytime Phone: _____ Fax Number: _____
Cell Phone: _____ E-mail address: _____

Signature/Date: _____

Petitioner Information

Company Name (please print): _____
Contact Person's Name (please print): _____
Mailing address: _____
City: _____ State: _____ Zip code: _____
Daytime Phone: _____ Fax Number: _____
Cell Phone: _____ E-mail address: _____

Signature/Date: _____

FOR OFFICE USE ONLY

Fees

\$1,500 _____

Application Number: _____ Receipt #: _____ Received By: _____

Application Date: _____

15 Day Application Complete Notification Date: _____

Scheduled Planning Commission Date: _____

Scheduled City Council Date: _____

60 Day Date: _____

60 Day Extension Date: _____

**VACATION APPLICATION
SUBMISSION CHECKLIST**

The following shall be the minimum submission requirements when submitting a Vacation. Applications will not be accepted if the following is NOT submitted.

Item	FOR OFFICE USE ONLY		
	Submitted	Complete	Reviewer's Initials
Completed application, with fee. (Application is considered complete if all blanks are completed, and both the fee owner and petitioner have signed the application.)			
To scale certificate of survey, by a licensed surveyor. Showing street, alley, or easement to be vacated, also showing existing lot lines, north arrow and existing improvement, etc.			
Legal description of street, alley or easement to be vacated.			
Petition from all abutting property owners consenting to the vacation request (if applicable).			

Plans to be submitted should include three (3) FOLDED full size copies, with one (1) 11x17 to-scale reduction and one (1) 8 ½ x 11 reduction and an electronic pdf file via e-mail or CD.

The City reserves the right, based on a case by case analysis, to waive any of the above requirements.

The City also reserves the right, to require additional submittal items if it is deemed necessary to act upon the vacation.



Community Development Department

Vacation Process

Purpose: A Vacation is an act by the City where the City gives up its right of use of a right-of-way or an easement for a public purpose. Vacation requests can be made for streets, alleys, or easements.

The Vacation process begins by filling out a VACATION APPLICATION. A complete application, along with the necessary submittal requirements (found in this packet) must be submitted to the Planning Staff. A \$1,500.00 fee is associated with the application. Fees are non-refundable and are used for postage, publication of notices, and other expenses associated with the request.

Once the application is received, the application is reviewed by staff from the Planning, Engineering, Assessing, Fire, and Police Departments. The impacts to adjacent properties are discussed and if the application is considered complete, stipulations are developed. State Statue 15.99 gives City's 15 business days to review land use items, such as a Vacation to determine if they are complete. If your application is considered complete, you will be mailed a letter to that effect, with the corresponding Planning Commission and City Council meeting dates. If your application is considered incomplete, staff will return it to you for completion.

If your application is considered complete, a mailing list of all properties within a 350 ft. radius of the property is generated. Notice of the request is then sent by the City to those property owners within 350 ft. There is approximately four weeks between the application due date and the Planning Commission meeting.

State Statue 15.99 requires that the City must approve or deny an applicant's land use application within 60 days. Examples of exceptions to that rule would be a plat or a rezoning application.

Prior to the Planning Commission meeting, a staff report including recommended stipulations is written with a staff recommendation.

The Planning Commission is made up of seven residents of the community. The meetings are held the 3rd Wednesday of the month at 7:00 p.m. in the City Council Chambers at the Municipal Center. The Planning Commission is an advisory commission to the City Council. It is the responsibility of the Planning Commission to conduct a public hearing, gather testimony and make a recommendation to the City Council regarding all Vacation requests.

Additional information regarding the Vacation process may be obtained by calling the City of Fridley Planning Department at 763-572-3595 or 763-572-3599.
