

Street or Alley Vacation



Application Process Summary

What is a Vacation?

For the City of Fridley, a **vacation** is a formal act where the City gives up its right of use of a public right-of-way or an easement. These easements were previously established for a public purpose. Vacation requests can be made for streets, alleys, or easements where a public purpose is no longer being served.

What is the application process?

Those interested in pursuing a variance are encouraged to speak with staff in the Planning Department prior to filing an application. Staff can help identify any potential concerns or challenges with the proposed variance before an official application is made.

The formal Variance process begins by filling out a VACATION APPLICATION. Beginning in 2022, applications will be accepted online. A complete application, along with the necessary fee(s) and submittal requirements listed in this handout must be submitted. Fees are non-refundable and are used for postage, publication of notices, and other expenses associated with processing the request.

State Statue 15.99 gives cities 15 business days to review land use items, such as a Vacation request, to determine if the application is complete. If your application is considered incomplete, staff will return it to you for completion. If your application is considered complete, you will be notified in writing. This notice will include the date of the City Council meeting where your request will be considered. State statue also requires that the City approve or deny a land use application within 60 days of receiving a complete application, unless an additional 60 day extension is granted.

Once the application is received, the application is reviewed by staff from the Planning, Engineering, Assessing, Fire, and Police Departments and other affected stakeholder agencies. The impacts to adjacent properties are discussed and, if necessary, stipulations for approval are developed.

Notice of the request is sent by the City to those property owners within 350 ft of the property. Prior to the City Council meeting, a staff report including staff recommendation is prepared. Recommended stipulations of approval are frequently included.

Once a decision has been made either by the City Council, the City will mail the petitioner a letter stating the outcome of the request, including the corresponding stipulations of approval or the findings of fact if the request has been denied.

Additional information regarding the variance process may be obtained by contacting the City of Fridley Planning Department at planningdivision@fridleymn.gov or 763-572-3595 or 763-572-3599.

What are the application requirements?

The following information is needed to process a variance application. Beginning in 2022, applications will be accepted online. Online applications can be filled out at any time but can only be submitted on pre-determined application dates.

- Property information
 - Street address
 - Anoka County Property Identification Number (PIN)
 - Legal description
 - Current zoning
 - Square footage of property
- Legal description of the Street, Alley, or Easement to be vacated
- Reason for Vacation
 - A brief one-sentence summary
 - A full narrative describing the requested vacation.
- Petitioner (applicant) information
 - Name of individual and/or company
 - Mailing address
 - Phone number
 - Email address
 - Signature authorizing application
- Property owner information (if different from petitioner)
 - Name
 - Signature authorizing application
- Application fee
 - \$1,500

File information for online applications:

- Maximum file size for uploads is 25 MB.
- As possible, **please submit drawings as native PDF files (not scans)**.
- Narrative/text files and other documents may be Word, PDF, or image files.