



Application #: _____
 Date Submitted: _____
 Public Hearing: _____
 Date Approved: _____

CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0013

Application for Easement Vacation

1. Applicant / Contact Information

Applicant(s)
 Name: _____
 Address: _____
 City, State: _____
 Phone: _____ Fax: _____
 E-mail: _____

Owner(s), if different from applicant(s)
 Name: _____
 Address: _____
 City, State: _____
 Phone: _____ Fax: _____
 E-mail: _____

Engineer/Surveyor(s) preparing plans & legal desc.
 Name: _____
 Address: _____
 City, State: _____
 Phone: _____ Fax: _____
 E-mail: _____

Contact Person, if different from applicant(s)
 Name: _____
 Address: _____
 City, State: _____
 Phone: _____ Fax: _____
 E-mail: _____

We, the undersigned, do hereby authorize the submittal of this application and associated documents and certify that all information contained therein is true and correct. We acknowledge that development in the City of Parkville is subject to the Municipal Code of the City of Parkville. We do hereby agree to abide by and comply with the above-mentioned codes, and further understand that any violations from the provisions of such or from the conditions as stated herein shall constitute cause for fines, punishments and revocation of approvals as applicable.

Applicant's Signature (Required) _____ **Date:** _____
Property Owner's Signature (Required) _____ **Date:** _____

1. Property Information

Property Address: _____

 Plats affected: _____
 Lot numbers affected: _____

2. Vacation Requested

Application is requested to vacate what type of easement: " Sewer " Water " Electric
 Gas " Drainage " Access " Other _____
 Book and page # of recording _____
 General description of the vacation requested (may be attached): _____

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Legal description of easement to be vacated (may be attached): _____

Area to be vacated in acres: _____ square feet: _____

3. Checklist of required submittals

At the time of application three (3) copies of the following items must be submitted for review and comment by the Community Development and Public Works Departments. Once reviewed, additional copies will also be required for submittal to the Board of Aldermen.

- Completed application including all information requested herein.
- Nonrefundable application fee of \$75.00.
- A certificate of survey or other scaled drawing showing that portion of any easement to be vacated in relationship to the subject property;
- Copies of plats, site plans, public improvement drawings or other documents identifying the location of the easement and verifying that utilities are adequately accommodated elsewhere;
- Letter of acknowledgement and approval of the request for vacation from all entities or jurisdictions to which the easement was dedicated;
- Any other supporting materials necessary to clarify and justify the request.
- Authorization signature of the owner of record of the property and persons preparing the legal description, survey and/or drawings.

4. Deadline

All materials must be submitted no later than two weeks prior to the Board of Aldermen meeting at which vacation request is to be heard. Applicants are encouraged to submit this application and required materials prior to this deadline, as incomplete or incorrect applications will not be accepted.

For City Use Only

Application accepted as complete by:

Name / Title: _____ Date: _____

Application fee payment: " Check # _____ " M.O. _____ " Cash Accepted by: _____

Final reimbursable costs paid (if applicable). Date of Action: _____

Action taken by the Board of Aldermen: " Approved " Approved with Conditions " Denied
Date: _____ Ordinance #: _____

Special conditions if any: _____

Date recorded by the Platte County Recorder of Deed's Office: _____
Book and page #: _____