



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 Vacation (Street, Public Park, Alley, Etc.)**  
 Pre-application meeting with City staff is strongly encouraged prior to preparing this applicaiton.

**1. Applicant / Contact Information**

**Applicant(s)**  
 Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**Owner(s), if different from applicant**  
 Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

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

**Contact Person, if different from applicant**  
 Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 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: \_\_\_\_\_

**2. Property Information (see also Checklist of required submittals)**

General location / property address (if applicable): \_\_\_\_\_  
 Subdivision plat(s): \_\_\_\_\_  
 Lot numbers affected: \_\_\_\_\_

**3. Vacation Requested**

Vacation type:  Street  Public Park  Alley  Other  
 Present condition/use: \_\_\_\_\_  
 Proposed use: \_\_\_\_\_  
 Area (sq. ft.) to be vacated: \_\_\_\_\_  
 Legal description of proposed vacation (please attach): \_\_\_\_\_

**4. Checklist of required submittals**

- Completed application, including all information requested herein.
- Nonrefundable application fee of \$75.00. Separately, the applicant will be billed to recover costs for required publication notice per Section 100.140 of the Parkville Municipal Code.
- Certificate of survey or other scaled drawings showing the proposed vacation in relationship to the subject property; and copies of plats, site plans, public improvement drawings or other documents identifying the location of the proposed vacation and any existing easements (if applicable).
- Legal description of proposed vacation.
- Letter of acknowledgement and approval of the request for vacation from all property owners and entities directly abutting the proposed vacation.
- Authorization signature of the applicant and owner of record of the property.
- Authorization signature of all persons preparing the legal description, survey and/or drawings.

**For City Use Only**

Application accepted as complete by: \_\_\_\_\_  
Name/Title \_\_\_\_\_ Date \_\_\_\_\_

Application fee payment: Check # \_\_\_\_\_ M.O. \_\_\_\_\_ Cash

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

**Board of Aldermen**  Approved  Approved with Conditions  Denied

Date of Action: \_\_\_\_\_

Conditions if any: \_\_\_\_\_  
\_\_\_\_\_