



EASEMENT VACATION

8188 199TH AVENUE NW, NOWTHEN, MN 55330
(763) 441-1347

RETURN TO: PERMITS@NOWTHENMN.NET

<p><input type="checkbox"/> EASEMENT VACATION (ACCESS, DRAINAGE, OR UTILITY EASEMENT)</p> <p>Base Fee: \$200 Escrow: \$1,000 Public Hearing Fee: \$250 Recording Fee: \$30</p> <p>Total Amount Due: \$ _____</p> <p>Amount Paid: _____</p> <p>CC/Check#: _____</p>	<p>***FOR OFFICE USE ONLY *** FOR OFFICE USE ONLY***</p> <p>Date Application Received: _____</p> <p>Date Application Complete: _____ (60-day review period starts from this date)</p> <p>Public Hearing Date: _____</p> <p>City Council Approval/Denial Date: _____</p> <p>60-Day Review Period Ends: _____</p> <p>60-Day Extension: __Yes __No Expires On: _____</p> <p>Received By: _____</p>
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Instructions: Please read carefully and answer all questions thoroughly. Only complete applications will be accepted after validation by the Zoning Administrator, and prior to acceptance of required processing fees and escrows.

Property Information Street Address(es) Involved: _____

Property Identification Number (PID#): _____

Legal Description (Attach full description of Metes & Bounds if necessary):

Applicant Information

Name: _____ Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code : _____

Telephone: _____ Cell Phone: _____ Work: _____

e-mail: _____

Property Owner Information (If other than applicant):

Name: _____ Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code : _____

Telephone: _____ Cell Phone: _____ Work: _____

e-mail: _____

Submittal Requirements (attach additional sheets as necessary)

Type of easement being vacated (drainage, utility, access, etc.): _____

Why the easement is being vacated: _____

Indicate how the property will change as a result of the vacation (subdivision, change in use or ownership, building a structure, etc.): _____

1. A **Certificate of Survey** is REQUIRED and must include the following:

- All lot lines, dimensions, all existing easements (utility, drainage, access, etc.)
- Clear depiction of easement proposed to be vacated
- Existing and proposed structures, sheds, decks, patios, walls, pools, fences, etc.
- Buildings/structures on adjacent property if within 100 feet of subject area
- Adjacent roadway easements, right-of-way and access thereto (lot frontage, gravel or paved driveways, farm field access points, pedestrian trails)
- All above and below ground utilities must be clearly shown on the survey and in the field, including septic tanks/drainfield and associated piping, well(s), electricity, internet, cable TV, propane or gas lines, pressurized water lines, etc.

2. Bring this application, the required fees and escrow amount and the survey to the City Offices by the Third Tuesday of the Month, along with:

3. Read and fill out the Consultant Fee Acknowledgement Form. Vacations require review by the City Planner's and City Engineer's offices.

4. The City will notify the property owners within 350 feet of the subject property of the proposed vacation a minimum of ten (10) days before the hearing. Neighbors will receive a notice about the public hearing and will have the opportunity to comment on the easement vacation proposed.

5. Attend the Planning & Zoning Commission meeting: 4th Tuesday of the month

6. Attend the City Council meeting: 2nd Tuesday of the month

7. If approved, the City Clerk will send notice of Completion of Vacation Proceeding to the Anoka County Auditor for recording.

APPLICATION FEES AND EXPENSES: We the applicant and undersigned property owner agree to provide to the City, in cash or certified check, for deposit in an escrow fund, the amount of \$_____ as partial payment for all fees and estimated future City administrative, planning, legal and engineering fees incurred in processing this request. If the escrow amount is depleted, I agree to furnish additional monies as requested by the City within 10 days of such request. I understand that any amounts not utilized from this escrow fund shall be returned to me, without interest, when all financial obligations to the City have been satisfied. **All fees and expenses are due whether the application is approved or denied.**

I understand and agree that all City-incurred professional fees and expenses associated with the processing of this request and enforcing the terms of this agreement including, but not limited to, attorney's fees are my responsibility as the property owner and will be promptly paid by myself upon billing by the City in the event the escrow fund is depleted. I further understand and agree that as the property owner I must make said payment within 10 days of the date of the invoice. Bills not paid within the 10 days of request for payment by the City shall accrue interest at the rate of 6% per year. Further, if I fail to pay said amounts when due, then the City may certify such costs against any property owned by me within the City limits for collection with the real estate taxes and/or take necessary legal action to recover such costs and I agree that the City shall be entitled to attorney's fees and other costs incurred by the City as a result of such legal action. I knowingly and voluntarily waive all rights to appeal said certification of such expenses against my property under any applicable Minnesota Statutes.

Applicant: _____ Date: _____

Property Owner: _____ Date: _____

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy and ordinance requirements and are complete to the best of my knowledge.

I understand that this application will be processed in accordance with established City review procedures and Minnesota Statutes 15.99 at such time as it is determined to be complete. Pursuant to Minnesota Statutes 15.99, the City will notify the applicant within fifteen (15) days from the filing date of any incomplete or other information necessary to complete the application. Failure on my part to supply all necessary information as requested by the City may be cause for denying this application.

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____

Signature of Property Owner: _____ Date: _____

Signature of Property Owner: _____ Date: _____