

FEE: \$ 175
REC'D BY: _____
(STAFF USE ONLY)

**APPLICATION
FOR
STREET, ALLEY & EASEMENT
VACATION**

CASE NO.: _____
BOA DATE: _____
BOA DATE: _____
(STAFF USE ONLY)

APPLICANT'S NAME(S): _____ **PHONE:** _____
COMPANY: _____ **FAX:** _____
MAILING ADDRESS: _____
EMAIL ADDRESS: _____

PROPERTY OWNER NAME(S): _____ **PHONE:** _____
COMPANY: _____ **FAX:** _____
MAILING ADDRESS: _____
EMAIL ADDRESS: _____
SIGNATURE OF PROPERTY OWNER AUTHORIZING APPLICATION: _____
(IF APPLICANT AND PROPERTY OWNER DIFFERENT)

FIRM PREPARING INFORMATION: _____ **PHONE:** _____
CONTACT: _____ **FAX:** _____
MAILING ADDRESS: _____
EMAIL ADDRESS: _____

GENERAL LOCATION OF PROPERTY TO BE VACATED: _____

PROPERTY AREA IN ACRES AND/OR SQUARE FEET: _____
PLAT IN WHICH PROPERTY IS LOCATED: _____
PRESENT USE OF SURROUNDING PROPERTY: _____
FUTURE USE OF VACATED PROPERTY: _____

STEP 1. PRE-APPLICATION CONFERENCE

Applicants should schedule a pre-application conference with the Community Development Department before submitting application.

STEP 2. ITEMS TO BE SUBMITTED BY APPLICANT – Provide 1 paper and 1 electronic copy of each item.

1. Completed application form.
2. Survey or other drawing approved by Community Development depicting the right-of-way to be vacated and surrounding properties (1 full size copy and one 8 ½ “ x 11” copy).
3. Legal Description of the right-of-way to be vacated in WORD format.
4. Names and addresses of all property owners whose land touches the right-of-way to be vacated and all persons who own land on the same block as the right-of-way being vacated in WORD format.

STEP 3. NOTICE OF APPLICATION TO BE GIVEN AS FOLLOWS:

1. City Staff shall give at least 20 days’ notice by certified mail to all persons whose land that the portion of street or alley to be vacated touches and all persons who own land on the same block as the portion of the street or alley to be vacated.
2. City Staff shall give 30 days’ notice in three (3) of the most prominent and public places in the district.
3. City staff shall provide notice to Planning and Zoning Commission Chair upon receipt of application.

STEP 4. BOARD OF ALDERMEN MEETING:

The Board of Aldermen (BOA) meet on the 1st and 3rd Monday of the month at 6:00 PM. The agenda and staff report(s) will be available the Friday before the meeting. The Mayor will open the public hearing for presentations by staff, the owner or authorized agent, and the public. After everyone has had the opportunity to speak, the BOZ will deliberate on the request and decide whether to approve or deny the request.

If no opposition is made to the vacation, the BOA may vacate the street or alley with such restrictions and reservations as they may deem for the public good. But, if opposition shall be made by any person owning property abutting such street, alley, or public square, such application shall continue on file for a further period of 30 days for a hearing thereon, when, if either the objector shall consent to such vacation or if upon such hearing the BOA deems it advisable to overrule such objection, the BOA may grant the application.

STEP 5. VACATION ORDINANCE RECORDED WITH CASS COUNTY

The City will record the vacation ordinance with Cass County who will reflect the vacation on the countywide map. The part so vacated, if the same is a street or alley, shall revert to the owners of the adjacent lots in proportion as it was taken from them if there is evidence of such. If not, it shall be attached to the ground bordering on such street or alley and all title thereof shall vest in the person owning the property on each side thereof in equal proportions according to the length of breadth of such ground as the same may border on such street or alley. Whenever a public square shall be vacated, the property shall be disposed of in such manner as the BOA may direct.

RESOURCES

It is the applicant's responsibility to become familiar with the applicable requirements prior to the submission of an application. Here are some online links to information that will be useful.

City of Harrisonville Website	www.harrisonville.com
Right-of-Way Regulations (i.e. street, alley)	www.ecode360.com/27911142
Zoning Map	Zoning-Final-Draft (harrisonville.com)
Zoning Regulations	www.ecode360.com/27908265
Cass County Map, Property, Building Info	cassgis.integritygis.com/h5/index.html?viewer=cass

City Hall, 300 E. Pearl St., Harrisonville, MO 64701	816-380-8900	
John Morris, Building Official	816-380-8917	jmorris@harrisonville.com
Christina Stanton, AICP, Community Development Director	816-380-8922	cstanton@harrisonville.com
Jamie Martin, Office Administrator	816-380-8958	jmartin@harrisonville.com
Public Works Department, 201 W.Chestnut, Harrisonville, MO 64701	816-380-8964	
Patty Hiderbrand, PE ENV SP, Director of Public Works	816-380-8964	philderbrand@harrisonville.com
Carl Brooks, PE, CFM, Director of Engineering	816-380-8913	cbrooks@harrisonville.com