Application Number _____

Vacation Submission Requirements Checklist

Documents Required	Vacation Requirement		
	Plat	***Street***	***Easement***
☐ Application and Narrative	1 original 1 copy	1 original 1 copy	1 original 1 copy
☐ Application Fee (non-refundable)	$1200	$1200	$1200
☐ Resolution/Ordinance of Municipality	1 original 1 copy	1 original 1 copy	1 original 1 copy
Notice of Intent to Vacate ☐ Advertisements ☐ Letter	 1 original N/A	 N/A 1 copy	 N/A 1 copy
☐ Opinion of Title	1 original	1 original	1 original
☐ Sketch and Legal Description	2 originals 1 copy	2 originals 1 copy	2 originals 1 copy
☐ Plat Map	1 copy	N/A	N/A
☐ Certification of Property Tax Clearance	1 original	1 original	1 original
☐ Waivers of Objection from Utilities	1 set of letters	1 set of letters	1 set of letters
☐ Other relevant documentation	As determined	As determined	As determined

PDF copy of all documents
☐ CD, flash drive, etc.

Reviewed By: _____ **Date:** _____