

City of St. Joseph

1100 FREDERICK AVENUE, Room 107
Planning & C.D. Department
Planning & Zoning Division

ST. JOSEPH, MISSOURI 64501-2346
Telephone (816) 271-4773
Telefax (816) 271-4752

APPLICATION FOR APPROVAL OF A STREET OR ALLEY VACATION

Non-Refundable Filing Fee Must be Attached: \$395.00 for the first 500 feet
PLUS \$58.00 for each additional 100 feet or portion thereof

Legal Description of the Right-of-Way (must be submitted digitally as well as written): _____

- On a separate sheet of paper, fully describe the activity for which you are applying for a Street or Alley Vacation. Include proposed hours of operation, expected traffic volumes, staffing levels, parking availability and any other information that would be helpful. Please do not exceed one sheet of paper.

THE UNDERSIGNED HEREBY APPLIES FOR THE APPROVAL OF SAID STREET OR ALLEY VACATION BY THE CITY OF ST. JOSEPH IN BELIEF THAT THE REQUEST CONFORMS TO CHAPTER 31 OF THE CODE OF ORDINANCES.

With the signing and submittal of this application, the property owner authorizes the City of St. Joseph to enter onto the subject property to collect data and other information in order to accurately prepare reports or other documentation for review by the City Council, City boards & commissions, and City departments.

- **Applicant's signature:** _____
Print or type name: _____
Address of applicant: _____ Phone #: _____
City/State/Zip: _____

- **Signature of all other property owners** adjacent to right-of-way requested to be vacated: (use back if more room is needed)
Signature: _____ Signature: _____
Print Name: _____ Print Name: _____
Address: _____ Address: _____

- **Signature of property owner or his/her legal representative:** _____
Print or type name: _____
Address of property owner or his/her legal representative: _____
Telephone number of property owner or his/her legal representative _____

Items to be submitted with application:

1. ___ This completed application -- all sections must be completed or application will be deemed invalid.
2. ___ One separate sheet of paper explaining intended use of property.
3. ___ Legal description in digital form (preferably e-mailed to the City Planner).
4. ___ Non-refundable application fee.
5. ___ Diagram showing area to be vacated.

To be completed by City staff only: Present zoning of property: _____ Date appl. received: _____ Date fee received: _____ Amount of fee: _____ Staff initial: _____
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Application Check List for Street and Alley Vacations

The following must be submitted prior to the application deadline. Otherwise, the application will be deemed incomplete and may result in unnecessary delays.

To Be Completed by Customer Assistance Department

Please note any delinquencies or items due:

Real Estate Taxes: _____

Personal Property Taxes: _____

Sewer Service Bills: _____

Weeds or Demolition: _____

Special Assessment: _____

Business Licenses: _____

Other City Debt: _____

Completed by: _____
Customer Services Representative

Date completed: _____