Date Application Submitted: _______________________

Procedures for Vacation Application:
1. Complete Vacation Application Form, including legal description.
2. Provide ownership list from Douglas County Clerk’s Office for property owners within 200 feet of proposed vacation.
3. For vacation requests that are not initiated by City staff or the City Commission, please provide a check made payable to "City of Lawrence, Kansas" in the amount of $200.00. This check should accompany the completed application, and is non-refundable. The application fee covers staff work and publication costs for the notices.

Section 1. Property Owner Information. Provide information on property owner(s) adjoining proposed vacation requesting the vacation:

Name of Property Owner(s): _____________________
Address of Property Owner: _____________________
Telephone Number: _____________________

If the owner is represented by a third party (engineer, architect, attorney) who will serve as the applicant's representative, provide contact information:

Section 2. Background Information.

A) Describe the legal description of the proposed vacation. What is proposed to be vacated? (e.g. Right-of-way, utility easement, drainage easement).

B) Describe the purpose or reason for seeking the proposed vacation:

C) Attach a copy of the plat of record of the property, indicating the location of the proposed vacation.

D) Attach a copy of the legal description for the portion of the easement or right-of-way which is to be vacated.
Section 3. City Staff Review. The following items will be reviewed by City staff in the Public Works, Utilities and Planning Departments, as applicable.

A) Will the proposed vacation impair access to a public street by any adjoining property owners? Yes or No, explain:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

B) Are utilities currently located in the easement or right-of-way?

<table>
<thead>
<tr>
<th>Utility</th>
<th>Yes or No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water</td>
<td>Yes or No</td>
</tr>
<tr>
<td>Sanitary Sewer</td>
<td>Yes or No</td>
</tr>
<tr>
<td>Stormsewer</td>
<td>Yes or No</td>
</tr>
<tr>
<td>Gas</td>
<td>Yes or No</td>
</tr>
<tr>
<td>Electric</td>
<td>Yes or No</td>
</tr>
<tr>
<td>Telephone</td>
<td>Yes or No</td>
</tr>
<tr>
<td>Cable</td>
<td>Yes or No</td>
</tr>
</tbody>
</table>

C) Will the proposed vacation impair the ability of utilities to deliver services to the adjoining property and surrounding area?

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

D) Should the vacation reserve any City rights?

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

E) City staff recommendation for the proposed vacation:

<table>
<thead>
<tr>
<th>Department</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Works</td>
<td>______</td>
</tr>
<tr>
<td>Planning</td>
<td>______</td>
</tr>
<tr>
<td>Utilities</td>
<td>______</td>
</tr>
</tbody>
</table>

Section 4. After City staff approval, the property owner must execute a Petition for Vacation which will be prepared by City staff. Once a petition has been received, notice of the hearing on vacation will be published. The City Commission will consider the proposed vacation at the hearing, and if appropriate, authorize the Mayor to execute the Order of Vacation which vacates the easement or right-of-way.