



Vacation of Streets & Alleys Development Procedures and Regulations

Fee-\$250.00

City of Adams

YOUR APPLICATION WILL NOT BE SCHEDULED FOR REVIEW UNTIL IT HAS BEEN DETERMINED TO BE COMPLETE

Whenever anyone desires to vacate all or part of any street, avenue, boulevard, alley, plat public square or other public place, a hearing is required. Hopefully, the following information will answer your questions and help you make a complete application.

Submit your application to:

City of Adams
P.O. Box 20
Adams, OR 97810
Phone: 541-566-9380
Fax: 541-566-2077
Email: cityofadams@wtechlink.us

Please print or type

Applicant: _____ **Phone:** _____

Mailing Address: _____ **City:** _____ **State:** ____ **Zip:** _____

Proof of the following needs to accompany this application

- ___ Applicant is the owner of the property:
- ___ Applicant is the purchaser of the property under a duly executed written contract who has the written consent of the vendor to make such application:
- ___ Applicant is the lessee in possession of the property who has written consent of the owner to make such application:
- ___ Applicant is the agent of any of the foregoing who states on the application that he is duly authorized agent and who submits evidence of being duly authorized by his principal.

Property Owner: _____ Phone: _____

Mailing Address: _____ City: _____ State: ____ Zip: _____

<i>For City Office Use Only</i>		
Receipt #: _____	Date of Receipt: _____	Amount Paid: _____

VACATION APPLICATION

**COMPLETED APPLICATION MUST BE FILED
(along with required documents)
15 DAYS PRIOR TO A PLANNING COMMISSION MEETING**

We, the signers of the attached consent to vacate forms, do request that the City Council of the City of Adams vacate the following street, avenue, Boulevard, alley, plat, public square, or other public place for the reason(s) and purpose(s) stated.

Description of Property to be vacated:

Reason for the vacation:

The purpose for which the ground is proposed to be used is:

**AN APPLICATION WITHOUT THE REQUIRED ATTACHMENTS WILL NOT BE CONSIDERED
COMPLETE**

Consent to vacate forms must be attached to this application from all required property owners.

Printed Name of Person Making the Vacation Request _____

Signature of person making vacation request _____

Date: _____

<i>Office Use Only</i>	
<i>Receipt #:</i> _____	<i>Date Received:</i> _____
<i>Planning Commission Meeting Date:</i> _____	<i>Council Meeting Date:</i> _____
<i>Dated Findings of Fact Approved:</i> _____	<i>Council Hearing Date:</i> _____
<i>Date Adopted:</i> _____	<i>Ordinance No.:</i> _____
<i>Date Recorded with the County:</i> _____	<i>Instrument No.:</i> _____

**CITY OF ADAMS
CONSENT TO VACATE**

(ATTACHMENT TO A VACATION APPLICATION)

I give my consent to the vacation of the land described as:

My personal property as described below is:

_____ Abutting the proposed vacated land described above.

_____ Located within the required notice area for the vacation request.

My property description is as follows:

Signature of Property Owner

Signature of Property Owner

STATE OF _____)

)ss

County of _____)

This instrument was acknowledged before me on _____, 20_____ by

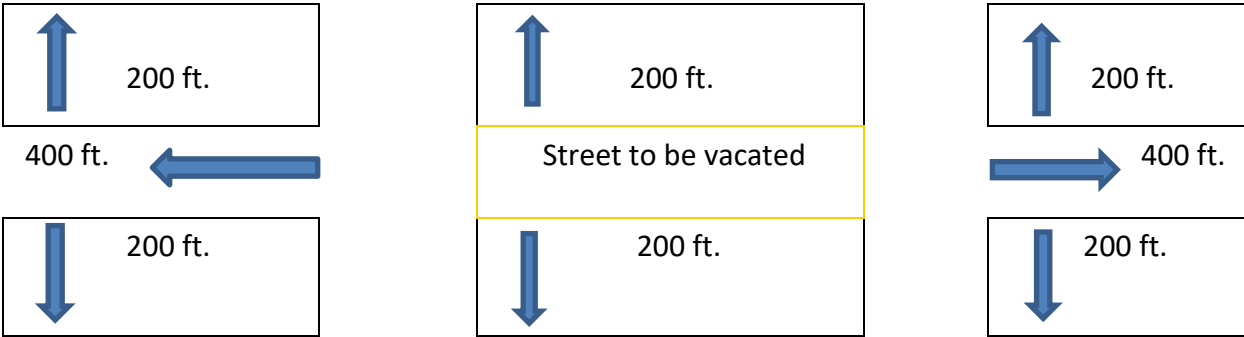
NOTARY PUBLIC FOR _____

MY COMMISSION EXPIRES: _____

REQUIREMENT FOR FILING A VACATION PETITION

A. A petition for the vacation of all or part of any street, avenue, boulevard, alley plat, public square or other public place must include the following information:

1. A description of the ground proposed to be vacated.
2. The purpose for which the ground is proposed to be used.
3. The reason for such vacation.
4. The consent of all abutting property, the consent of the owners shall be in writing along with the description of their property.
5. Streets-Consent of the property owners around the real property affected.
 - a. Land lying within 200 feet on either side of the street or portion of the street requesting to be vacated and extending laterally to the next street that serves as a cross street.
 - b. Land lying within 200 feet on either side of the street for 400 feet on each end of the portion of street to be vacated.
 - c. When a street to proposed to be vacated to its end, the land within 400 feet of each end will be counted



6. A report from a title Company or the County Assessor’s Office showing the property owners within the required notification area. This report must be current, dated during the last 30 days prior to the application being submitted.
7. The Consent of all the property owners listed shall be in writing and duly acknowledged before an officer authorized to take acknowledgements of deeds such as a Notary Public. It is recommended that the applicant complete a consent to vacate page for each property owner so it will be completed correctly for their application.

B. A map must accompany the application to vacate. The map must meet the following specifications:

1. Be drawn to scale or be very legible copy of a Umatilla County Assessor Plat Map.
2. Show all the property requested to be vacated.

3. Show all locations, names, widths of all existing or platted roads, streets, alleys, including ROW lines.
4. The property to be vacated must be marked on the map in a manner that makes it clear what property is to be vacated.
5. Show all property affected and the Title Company list above must accompany the map.
6. The property in question must be surveyed.

**AFTER THE PREVIOUS INFORMATION HAS BEEN SUBMITTED AND DETERMIND TO
BE COMPLETE, THE FOLLOWING STEPS WILL BE TAKEN**

- A. The petition is accepted by the City Recorder when the application is complete including a survey and the \$250.00 fee.
- B. The Council sets a hearing date and forwards the application to the Planning Commission for their review.
- C. The City Maintenance Department reviews the application and makes a recommendation to the Planning Commission and the City Council.
- D. The Planning Commission reviews the application and makes a recommendation to the City Council.
- E. The Council holds a hearing at which testimony is given in favor of or opposition to the application.
- F. If the application is approved, the Council adopts and ordinance vacating the property.
- G. The Ordinance is recorded by the Umatilla County Clerk's Office.