

Date Filed _____
Amount Paid _____
Check No. _____
Revised 3/7/2017

CITY OF PORTAGE
REQUEST FOR PUBLIC
STREET VACATION

Application # _____

Application Fee – \$250, plus \$30 Recording Fee payable to Columbia County Register of Deeds

******Please note that applicant will also be responsible for the preparation and submission of a ROW Vacation Exhibit and resulting Certified Survey Map, if necessary.**

The applicant **must** also be as detailed and specific as possible in completing this section. Complete and descriptive information is vital to the timely submission of the petitioner’s request. Incomplete applications will delay the street vacation process. Applicant will be notified of the date and location of a public hearing. One copy of a registered surveyor’s legal description for the public right-of-way being vacated **shall** be provided upon initial staff review of application.

1. Petitioner’s Name: _____ Phone: _____
Address _____
Email address _____

2. Name of Street/Alley to be vacated (if applicable): _____

3. Description of right of way to be vacated, including length, termini and abutting parcel numbers (attach if necessary):

4. Reason for request: _____

I hereby depose and say that all the above statements and all accompanying statements and drawings are correct and true.

Signature of Applicant: _____ Date: _____

Applicant attendance at hearing and public meetings are not mandatory, but is strongly recommended.

For City Use Only:

1. Considered by Plan Commission on: _____

Recommendation of the Plan Commission: _____

2. Initial Resolution Considered by Common Council on: _____

Action of Common Council: _____

Hearing Notice Publication: _____

3. Certified Hearing Notice Sent to Property Owners: _____

4. Public Hearing Held before the Council on: _____

Action of Common Council: _____

5. Order for Discontinuance Approved on: _____ and recorded at

Columbia County Register of Deeds on: _____ via document # _____.