

# Application Submittal and Review

## Street Abandonment



### **Completeness Review**

The approval process for a Street Abandonment request begins with a completeness review at initial submittal. Information required at initial submittal is listed on this checklist. An application is determined to be complete if all requested supporting documents listed herein have been submitted to and received by the City.

### **Required for all Street Abandonment Requests:**

a.	Planning and Development Application
b.	A letter requesting the abandonment, including the reason the abandonment is requested.
c.	Required Fee.
d.	The letter should include the location of the segment of the street for which abandonment is requested.
e.	A general description of all properties adjacent to the segment for which abandonment is requested, including the address(es), if any, and the tax parcel number(s).
f.	A recent survey or recorded plat showing the accurate location and dimensions of the segment, applicable street right of way, easements of record on adjacent properties and public utilities within the affected right of way. (paper and PDF)

### **Compliance Review**

After a Street Abandonment request has been determined to be complete, all submitted information will be reviewed by City staff and forwarded to the City Clerk. The City Council will schedule a public hearing to receive public comment on the abandonment request prior to final consideration and action by ordinance.