



STREETS AND ALLEYS PROCEDURE FOR CLOSING

PROCEDURE

RESPONSIBILITY

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| 1. Submission of request to City must include: | |
| a. Letter of request (petition) signed by 100% property owners abutting street or alley. | Property Owners |
| b. Copy of recorded plat showing original layout or dedication of street or alley. | Property Owners |
| c. Registered land surveyor's plat of recent survey of portion of street to be closed on legal size drawing, suitable for recording and a metes and bounds description. | Property Owners |
| d. Non-refundable application fee of \$300.00. | Property Owners |
| 2. Review and recommendations to City Manager by legal, planning and public works. | City Staff |
| 3. Recommendation to City Council. | City Manager |
| 4. Adopt Resolution of Intent. | City Council |
| 5. Public Notice | |
| a. Newspaper (one per week, four consecutive weeks). | City Clerk |
| b. Posted notices (two signs on street). | Public Works |
| c. Mail copy of Resolution of Intent to all adjoining property owners by Registered or Certified mail. | City Clerk |
| 6. Public Hearing | City Council |
| 7. Order of Closing | City Council |
| 8. Record closing order with Register of Deeds | City Attorney |