

**Request to Vacate**  
(Alley/Street Right-of-Way/Easement)

1. Petition will be evaluated to determine if this vacation is in the public interest and that all adjoining owners are represented on the petition.
2. Utilities will be contacted to determine if they have a utility interest in the area of the request. If there are utilities located within the requested area of vacation or the petition is not valid, the city will not be able to proceed with the request.
3. If the petition is sufficient and there are no utility interests in the property, the City will hold a public hearing to consider vacating the city street or city's interest in any real estate. At least ten (10) days notice of the time and place of such hearing (this will take place at a City Council meeting) will be published in a local newspaper. At this council session 1<sup>st</sup> reading consideration will be given to an ordinance vacating the alley/right-of-way/easement.
4. 2<sup>nd</sup> and 3<sup>rd</sup> readings will be given to the ordinance at the next council meeting.
5. Ten (10) days after ordinance is approved, it goes into effect.
6. The ordinance will be sent to the County Recorder's office to be recorded.

NOTE: Notice of Public Hearing must be advertised in a local newspaper 10 days prior to the Public Hearing. The Cost of Advertising and the Recording Fee will be the responsibility of the party making the request.

# P E T I T I O N

Request to Vacate  
(Alley/Street Right-of-Way/Easement)

Date \_\_\_\_\_

To the Honorable Mayor and City Council of Cape Girardeau, MO

We, the undersigned, property owners, request that the necessary steps be taken, and agree to pay the advertising and recording fees associated with the vacation of the following right-of-way or easement: \_\_\_\_\_

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Printed Name	Signature	Address of Property

Petition to be signed by each owner of property abutting the property in which the city's interest is sought to be vacated.

NAME, ADDRESS, AND PHONE NUMBER OF PARTY RESPONSIBLE FOR  
CORRESPONDENCE & PAYMENT OF FEES \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_