



# REQUEST TO VACATE ALLEY, STREET RIGHT-OF-WAY, OR EASEMENT PETITION

## CITY of CAPE GIRARDEAU

COMMUNITY DEVELOPMENT, 44 N LORIMIER ST. CAPE GIRARDEAU, MO 63701 (573) 339-6327

### Address of Property Requesting the Vacation

Contact Person's Name*				Property Owner or Business Name			
Mailing Address		City, State, Zip		Mailing Address		City, State, Zip	
Telephone	Email			Telephone	Email		

**\*Contact Person is responsible for all correspondence and payment of application fee.**

**Provide a complete description of the proposed area to be vacated, including cross streets and limits of the area. Include the reasons for the vacation request. Attach maps, photos, sketches, etc., if necessary.**

### CERTIFICATION

I certify that I am the property owner or authorized by the above property owner or business to file this request form on their behalf.

\_\_\_\_\_  
Contact Person's Signature

\_\_\_\_\_  
Date

#### OFFICE USE ONLY

Date Received _____	By _____	File Number _____
City Staff Action _____	Date _____	
City Council Final Action _____	Date _____	



REQUEST TO VACATE ALLEY, STREET RIGHT-OF-WAY, OR EASEMENT PETITION

**CITY of CAPE GIRARDEAU**

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TO THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF CAPE GIRARDEAU, MISSOURI:

We, the undersigned property owners, or the befitted property (contact person) request the necessary steps be taken, and agree to pay the application and recording fees associated with the following vacation:

\_\_\_\_\_

Printed Name	Printed Address	Signature

CHECK HERE \_\_\_\_\_ if additional sheets are attached.

Petition is to be signed by all property owners abutting the property in which the City's interest is sought to be vacated.

Primary Contact Name\*: \_\_\_\_\_ Phone #: \_\_\_\_\_

\*Primary Contact is the party responsible for all correspondence and payment of application fee.

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**CITY OF CAPE GIRARDEAU**  
**REQUEST TO VACATE ALLEY, STREET RIGHT-OF-**  
**WAY, OR EASEMENT PETITION**

1. Submit the completed **Vacate Alley, Street Right-of-way or Easement Request Application and Petition** along with the application fee and associated transaction fee to Community Development located at City Hall, 44 N Lorimier St, Cape Girardeau, MO 63701. **Application Fee: \$ 157.00    Recording Fee: Varies\***
2. The request application and petition will be reviewed by City staff to determine if the proposed vacation is in the public's interest and all the adjoining property owners are represented on the petition.
3. 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 vacation area, the adjacent property owners will be required to grant an easement for the utility in order to move forward with the vacation request.
4. If all adjoining property owners are not represented on the petition or if the petition is not valid, the City will not be able to proceed with the vacation request.
5. Once the petition has been verified and utilities checked and if necessary, easements retained, the City will hold a public hearing to consider vacating the requested area. At least ten (10) days notice of the time and place of such hearing (the public hearing will take place at the regularly scheduled City Council meeting) will be published in a local newspaper.
6. Second and third readings will be given to the ordinance at the subsequent City Council meeting.
7. The City Council, by resolution, will either approve or deny the ordinance. If approved, the ordinance goes into effect ten (10) days after its approval.
8. The document is then sent to the County Recorder's Office to be recorded.  
    \*Recording fees are based on total pages recorded. Applicable fees to be paid by applicant prior to document being recorded by City Staff.
9. After the Vacation is recorded, the City will release the recorded Vacation to the contact person.