

# VACATION APPLICATION

## Community Development

110 North 1<sup>st</sup> Street, Indianola, Iowa 50125-0299  
 (515) 961-9430 • [comdev@indianolaiowa.gov](mailto:comdev@indianolaiowa.gov)



### PROPERTY OWNER

(Last Name) \_\_\_\_\_  
 (First Name) \_\_\_\_\_  
 (Address) \_\_\_\_\_  
 (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_  
 (Phone) \_\_\_\_\_ (Email) \_\_\_\_\_

### APPLICANT (if not Property Owner)

(Last Name) \_\_\_\_\_  
 (First Name) \_\_\_\_\_  
 (Address) \_\_\_\_\_  
 (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_  
 (Phone) \_\_\_\_\_ (Email) \_\_\_\_\_

### ALLEY

#### Submittal Requirements:

*All submittal requirements must be completed.  
 Incomplete applications will not be considered*

- Completed Application
- Filing Fee: \$200 per 1/2 block
- Legal description of proposed vacated area
- Site plan identifying vacated area
- List of property owners adjacent to proposed vacated area
- Letters from each adjacent property owner indicating their intent
- Other Information as required by Director

### EASEMENT

#### Submittal Requirements:

*All submittal requirements must be completed.  
 Incomplete applications will not be considered*

- Completed Application
- Filing Fee:
- Legal description of proposed vacated area
- Site plan identifying vacated area
- List of property owners within proposed vacated area
- Letters from each property owner indicating their intent
- Other Information as required by Director

### STREET

#### Submittal Requirements:

*All submittal requirements must be completed.  
 Incomplete applications will not be considered*

- Completed Application
- Filing Fee:
- Legal description of proposed vacated area
- Site plan identifying vacated area
- List of property owners adjacent to proposed vacated area
- Letters from each adjacent property owner indicating their intent
- Other Information as required by Director

I certify that the information and exhibits submitted are true and correct to the best of my knowledge and that in filing this application I am acting with the knowledge, consent and authority of the owner(s) of the property. Pursuant to said authority, I hereby permit City officials to enter upon the property for the purpose of inspection related to this application.

Signature \_\_\_\_\_

Name (printed) \_\_\_\_\_

Date \_\_\_\_\_

#### **FOR OFFICE USE ONLY:**

Code to 45510

Date Received: \_\_\_\_\_

Receipt No: \_\_\_\_\_

Receipt Amount: \_\_\_\_\_