

VACATION APPLICATION

Community Development

110 North 1st Street, Indianola, Iowa 50125-0299
 (515) 961-9430 • 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 _____
- 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: \$200
- 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: \$200
- 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: _____



— Adjacent Property Owner Consent Form —

To be included and attached with the city’s Vacation Application form.

Aligned with City Council Policy, before a request to vacate an alley, street, or right-of-way be presented to the Council, that all the adjacent property owners and the property owners that abut the extension of the proposed vacated alley prior to the alley crossing a designated city street, must sign that they are in agreement on the sale of the alley and the division thereof. All other property owners within the block shall be notified.

I, the undersigned, certify that I am the owner of record of the property described below. I acknowledge that I have been informed of the proposed alley vacation and indicate my position by signing below.

Owner Name (Printed): _____

Property Address: _____

I SUPPORT the proposed alley vacation I DO NOT SUPPORT the proposed alley vacation

Owner Signature: _____ Date: _____

I, the undersigned, certify that I am the owner of record of the property described below. I acknowledge that I have been informed of the proposed alley vacation and indicate my position by signing below.

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