

## APPLICATION TO REQUEST VACATION OF A PUBLIC STREET, ALLEY OR EASEMENT

**Pre-Application:** Meeting with Planning Department and Engineering Department staff prior to application submittal can help an applicant better understand the process and identify potential issues.

**Application Deadline & Completeness:** All required application information and payment of the application fee must be received by the deadline identified on the attached schedule.

All applications are evaluated by Planning Department staff, including the application form, fee, site plan and other relevant supporting information. If the materials submitted are deemed to be incomplete, Planning Department staff can reject the application and not place the item on the Planning Commission agenda.

**Application Information Required:** A site plan, drawn to scale including the following information must accompany the application form with applicant(s) and utility company signature(s):

1. Property lines and dimension
2. Location of all surrounding right-of-ways and easements
3. Size, location and use of all existing and future buildings
4. Parking stalls and drive areas
5. A written legal description of the right-of-way or easement proposed to be vacated

One full-size site plan and one 11" x 17" site plan are required. Planning Department staff may waive submission of the full-size site plan, when appropriate.

**Staff Review:** Staff will review all application materials and distribute to other City departments for their comments. A memo will contain City staff's recommendation to approve, approve with modifications, or deny. A copy of all application materials, including the staff memo, will be mailed to the applicant prior to the Planning Commission meeting. All materials will be available to the public through the City's website.

**Planning Commission Meetings:** Planning Commission meetings are held on the second Tuesday of each month, unless there is a conflict with an election or holiday.

- The Planning Commission receives a copy of all vacation application materials and reports from the Planning and Engineering Departments.
- The Planning Commission does not hold a public hearing, but may ask the applicant to answer questions related to the proposed vacation.
- The Planning Commission has the option of approving the request, approving the request with conditions, denying the request, or tabling a decision on the matter to their next meeting. The Planning Commission's decision is submitted to the City Council in the form of a recommendation, along with application materials, a copy of the staff report and recommendation and any other related information. All of the submitted information creates the 'public record'.

**City Council Meetings:** City Council meetings are usually held on Mondays twice a month. Planning Department staff will place the vacation request on the next regularly scheduled City Council meeting. At this meeting, City Council will set the date of a public hearing for the request.

- The City Council president will open the public hearing. It is recommended that the applicant, or their designated representative, testify first at the public hearing by outlining what the request is and why it should be approved. The speaker may be asked to respond to questions/concerns expressed by interested parties, City Council members, or the general public.
- The City Council has the option of approving the request, approving the request with conditions, denying the request, or tabling a decision on the matter to their next meeting.

**Public Notification:**

Public Notice Sign: The St. Cloud Land Development Code requires the Planning and Zoning Department to provide the applicant a public notice sign to post on a property that will be subject to a future land use action. The sign must be placed in a visible location on the subject property at least ten (10) days prior to the date of the public hearing to be

conducted by the City Council. The sign must be removed by the applicant within 48 hours after the City Council public hearing and returned to the Planning Office. Failure to post the sign may result in delay of permit processing and postponement of public hearing.

**Mailed Notification:** The St. Cloud Land Development Code requires written notice of the request be mailed at least ten (10) days prior to the public hearing date. Notice of the public hearing is sent by the Planning and Zoning Department to all property owners located within five hundred (500) lineal feet of or the nearest twenty (20) property owners to the subject property (whichever is greater).

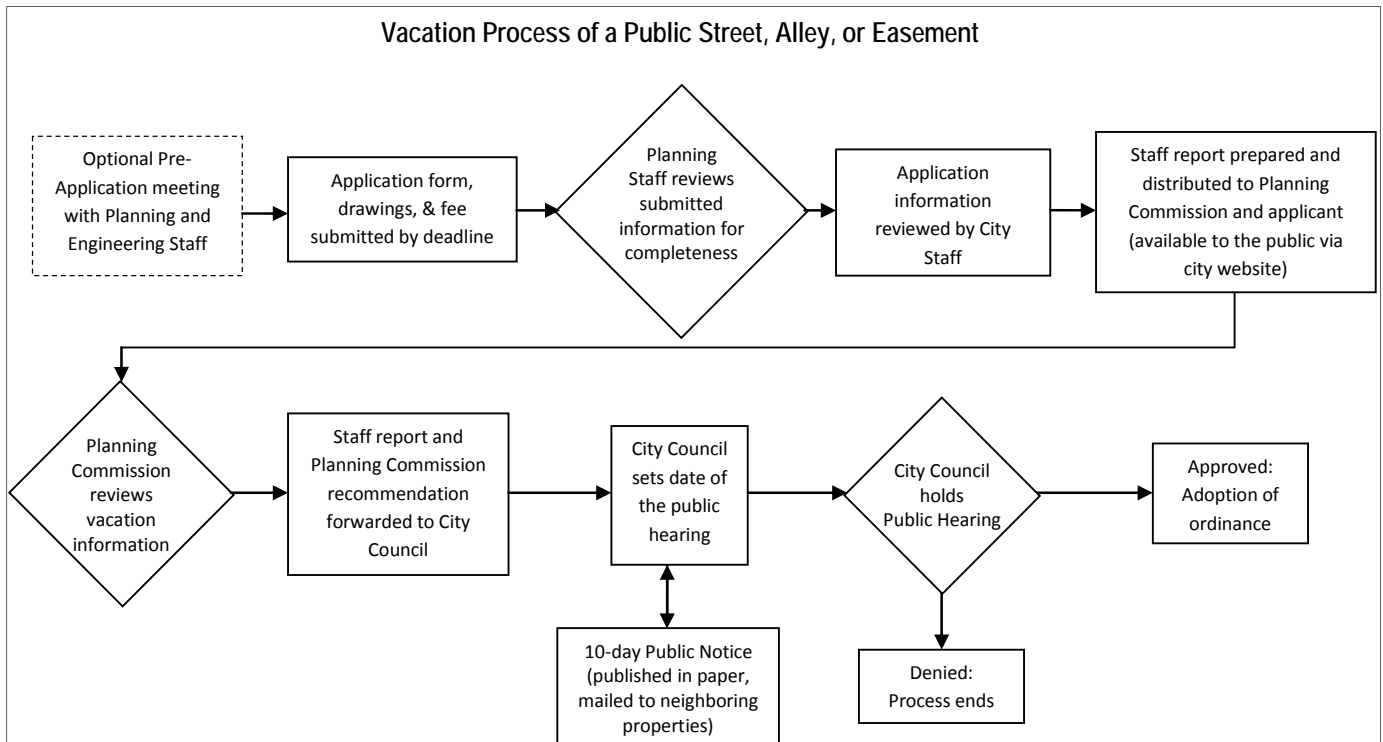
**Published Notification:** The St. Cloud Land Development Code requires that a minimum of ten (10) days prior to the public hearing date, the Planning and Zoning Department have notice of the public hearing before the City Council published in the legal section of the St. Cloud Times.

**Withdrawal and Refund Policy:**

- All withdrawal requests must be submitted by the applicant to the Planning Department in writing.
- Refund of the application may be possible if the withdrawal request occurs prior to the public hearing. The amount of the refund will depend on where the application is in the review process.

**Utility Company Contacts:**

Charter Communications 400 Sundial Drive Waite Park, MN 56387 Phone: 320-229-7347 Fax: 320-654-1857	Century Link Debbie Brehmer 4658 Heatherwood Rd St. Cloud, MN 56301 Phone: 320-255-8294 Fax: 320-255-8194	Xcel Energy Joe Klein 3515 3 <sup>rd</sup> Street North St. Cloud, MN 56303 Phone: 320-656-2402 Fax: 320-255-8607	Stearns Electric 29643 Frontage Road St. Joseph, MN 56374 Phone: 320-3** -4630 Fax: 320-256-3618	East Central Energy P.O. Box 98 1005 North Central Ave Milaca, MN 56353 Phone: 800-254-7944 Fax: 320-982-2324
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**Note to Applicant:** Please be aware that any written information you provide with your application or at a public hearing, including pictures, becomes the property of the City. All comments made at all meetings of the Planning Commission, Zoning Board of Appeals and City Council becomes part of the public record.

Virtually all Planning Commission, Zoning Board of Appeals and City Council meetings are broadcast live on cable Channel 19 in St. Cloud and rebroadcast at later dates.

**Questions / Submit Completed Application To:**  
 Planning & Zoning Department  
 400 2<sup>nd</sup> Street South  
 St. Cloud, MN 56301  
 Phone: (320) 255-7218 Email: [planner@ci.stcloud.mn.us](mailto:planner@ci.stcloud.mn.us)  
 Fax: (320) 255-7258 Website: [www.ci.stcloud.mn.us](http://www.ci.stcloud.mn.us)

The City of St. Cloud’s mission is to “provide high quality public services for our residents in a cost effective, responsive, innovative and professional manner given the changing needs and resources available.”

**APPLICATION TO REQUEST  
VACATION OF A PUBLIC STREET, ALLEY OR EASEMENT**

**APPLICANT INFORMATION:**

Name(s): \_\_\_\_\_

Address, City, State, and Zip Code: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Complete Legal Description and Location of street, alley or easement to be vacated:**

**Utility Agencies**

**In Place Utilities**

Century Link (Company Rep. Signature) \_\_\_\_\_

Yes  No

Xcel Energy (Gas) (Company Rep. Signature) \_\_\_\_\_

Yes  No

Xcel Energy (Electric) (Company Rep. Signature) \_\_\_\_\_

Yes  No

Charter Communications, Inc. (Company Rep. Signature) \_\_\_\_\_

Yes  No

East Central Energy (Company Rep. Signature) \_\_\_\_\_

Yes  No

Stearns Electric (Company Rep. Signature) \_\_\_\_\_

Yes  No

**Signatures of Property Owners Adjacent to Street, Alley, Easement:**

Print Name and Address

Signature

_____	_____
_____	_____
_____	_____
_____	_____

**Justification for requested vacation:**

I HEREBY CERTIFY THAT I HAVE READ, EXAMINED AND UNDERSTAND THIS APPLICATION AND THAT THE INFORMATION SUBMITTED HEREIN AND ATTACHED HERETO IS TRUE, ACCURATE AND CORRECTLY STATES MY INTENTIONS.

Applicant Signature(s) \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

# PLANNING COMMISSION

## 2021 Schedule of Meetings

<b>Meeting Date</b> (meetings begin at 6:00 p.m.)	<b>Submittal Deadline</b> (all materials must be submitted by 4:30 p.m. unless otherwise denoted)
Tuesday, January 12	Monday, December 28, 2020
Tuesday, February 9	Monday, January 25
Tuesday, March 9	Monday, February 22
Tuesday, April 13	Monday, March 29
Tuesday, May 11	Monday, April 26
Tuesday, June 8	Monday, May 24
Tuesday, July 13	Monday, June 28
Tuesday, August 10	Monday, July 26
Tuesday, September 14	Monday, August 30
Tuesday, October 12	Monday, September 27
Tuesday, November 9	Monday, October 25
Tuesday, December 14	Monday, November 29