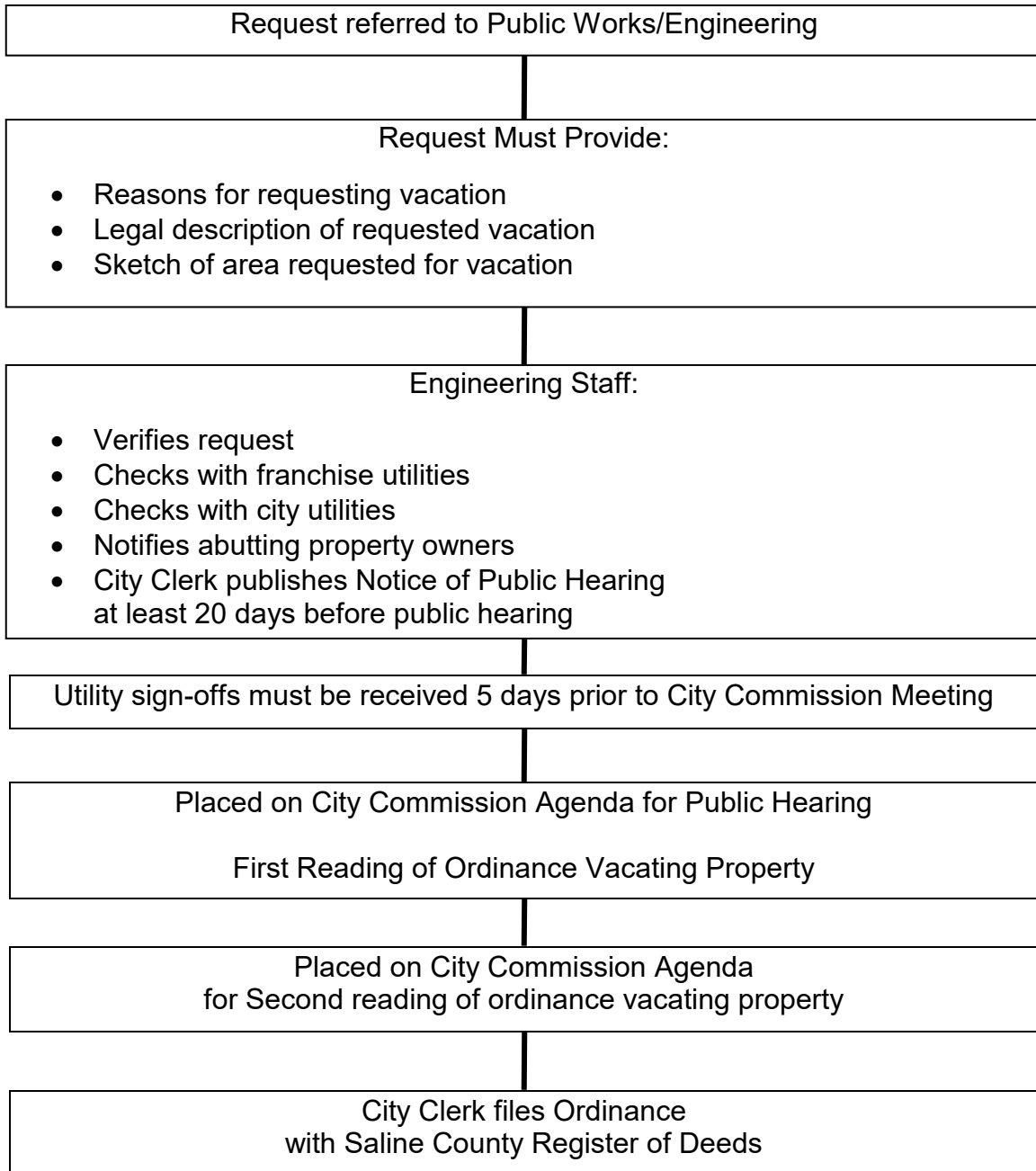




## Process of Vacating Easements and Rights-of-Way As of January 1, 2015



## **VACATING EASEMENTS AND RIGHTS-OF-WAY**

1. Petitions for vacation of easements and street rights-of-way shall be filed with the City Clerk. Such petitions shall be submitted on the appropriate form and accompanied by the current filing fee from the City of Salina Comprehensive Fee Schedule.
2. The City Clerk shall refer the petition to the City Engineer and set a date for a public hearing. Requests to close and vacate an open public street shall first be referred to the Planning Commission for public comment and Planning Commission recommendation. The City Clerk shall cause the required notice of the public hearing to be published.
3. The City Engineer shall evaluate the request for vacation and submit a report of findings and recommendations to the Board of City Commissioners. Those public utility companies whose lines or facilities may be affected shall be consulted as to their opinion regarding the vacation. In preparing the report of findings and recommendations, the City Engineer shall be guided by the following factors:
  - a) existing and future public need for the easement or right-of-way;
  - b) cost to relocate affected utility lines or facilities;
  - c) cost to acquire replacement easement or right-of-way;
  - d) and extent of damage or harm to affected public utilities due to the loss of all or part of the easement or right-of-way.
4. Upon receipt of the engineering report and conclusion of the public hearing, the Board of City Commissioners may approve such vacation by ordinance, table the petition for vacation pending receipt of additional specified information, or deny the petition. In considering such vacation requests, the Board of City Commissioners shall balance the needs and desires of the petitioner, adjacent and affected property owners, and the general public. In granting such vacation, the Board of City Commissioners may impose such conditions as deemed reasonable to protect the interests of affected property owners, public utilities, and the general public.

DO NOT WRITE IN THIS SPACE

PETITION NUMBER \_\_\_\_\_

TO: THE GOVERNING BODY  
City of Salina, Kansas

We, the undersigned, being residents and property owners in  
the City of Salina, Kansas, do hereby petition your honorable body for:

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Respectfully Submitted By: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**NAME**

**ADDRESS**

