

Fee - \$2,000.00

1. Type of Abandonment:  Release of Easement  
Type of Easement:  Utility  Stormwater  Access/Parking  Other  
 Abandonment of Right of Way  
 Closure of a Public Street  
Street Name: \_\_\_\_\_
  
2. Property Owner's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip  
Telephone #: \_\_\_\_\_ FAX #: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_
  
3. Applicant's (Optionee) Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip  
Telephone #: \_\_\_\_\_ FAX #: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_
  
4. Agent's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip  
Telephone #: \_\_\_\_\_ FAX #: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_
  
5. Other Contact Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip  
Telephone #: \_\_\_\_\_ FAX #: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_
  
6. Parcel Identification Number: \_\_\_\_\_
  
7. Date of Pre-Submittal Meeting: \_\_\_\_\_  
(A Pre-Submittal Meeting is *REQUIRED* before submittal of this application.)
  
8. Signature of Owner(s): \_\_\_\_\_

**NOTE: PROPERTY OWNER, APPLICANT (OPTIONEE), AGENT, AND OTHER CONTACT PERSON WILL BE COPIED ON ALL CORRESPONDENCE FROM THE GROWTH MANAGEMENT DEPARTMENT.**

**ABANDONMENT CHECKLIST**

Parcel ID #: \_\_\_\_\_

- \_\_\_\_\_ 1. This completed checklist.
- \_\_\_\_\_ 2. Completed Application for Abandonment. **(original)**
- \_\_\_\_\_ 3. Completed Owner's Affidavit for property adjacent to right-of-way to be abandoned or property on which easement to be abandoned is located. **(original)**
- \_\_\_\_\_ 4. Legal description of all property proposed for abandonment, closure, or release of easement.
- \_\_\_\_\_ 5. Narrative description of the request and the basis for it.
- \_\_\_\_\_ 6. Map or survey showing the approximate location of all known utilities.
- \_\_\_\_\_ 7. Letter of support from each abutting property owner, or a statement setting forth the reason such letter of support is not available. (not required for a release of easement).

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***NOTE: All of the items listed above must be submitted at the time of application, unless the Land Use Administrator waives a specific item. Failure to provide one of the items listed above may result in the rejection of this application.***