



# Vacation Request Application

**Applicant** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Vacation Type Requested:** \_\_\_Public Street/Alley \_\_\_Utility Easement \_\_\_Drainage Easement

**Project Location/Address** \_\_\_\_\_

**Legal Description of Property (attached a separate document if needed)** \_\_\_\_\_

## Justification for Requested Vacation

\_\_\_\_\_  
\_\_\_\_\_

### Utility Agencies

#### Agency Representative Signature Approving Proposed Vacation

#### In Place Utilities?

Century Link: \_\_\_\_\_  Yes  No  
Print Name Signature

Comments/Concerns: \_\_\_\_\_

Xcel Energy-Gas: \_\_\_\_\_  Yes  No  
Print Name Signature

Comments/Concerns: \_\_\_\_\_

Xcel Energy-Electric: \_\_\_\_\_  Yes  No  
Print Name Signature

Comments/Concerns: \_\_\_\_\_

Stearns Electric: \_\_\_\_\_  Yes  No  
Print Name Signature

Comments/Concerns: \_\_\_\_\_

Charter: \_\_\_\_\_  Yes  No  
Print Name Signature

Comments/Concerns: \_\_\_\_\_

Midco: \_\_\_\_\_  Yes  No  
Print Name Signature

Comments/Concerns: \_\_\_\_\_

**Submittal Materials**

The following materials must be submitted with your application in order to be considered complete. A complete application must be made at least 20 business days prior to the City Council meeting for which you wish to be heard.

- Alta Survey: An official survey, by a licensed surveyor. The survey shall be scalable and in an 8.5"x11" or 11"x17" format.
- Site Plan: A scalable site plan, 8.5"x11" or 11"x17" showing the following:
  - The existing property lines
  - Proposed area for vacation.
  - Legal Description of the proposed area for vacation.
  - Existing buildings including dimensions and distances to property lines and easements.
- One printed copy and an electronic copy of all submittal documents. The legal description of the proposed vacation area shall be emailed in a "Word" document format. Email documents to Nate Keller at nkeller@cityofstjoseph.com.
- Vacation Request Application form completed (this form), including obtaining all utility agency signatures.
- Paid Application Fee: \$500.00.

This application must be signed by all owners of the subject property.

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Signature of Applicant Date

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Signature of Owner (s) Date

For Office Use Only		
Fee: \$500 plus add. if incurred	Paid:	Date Received: