



APPLICATION TO VACATE RIGHT OF WAY / EASEMENT*

Public Works Department

171 North Ross Street, Auburn, Alabama 36830

(334) 501-3000 Fax: (334) 501-7294

Name of Applicant: _____ Date: _____

Mailing Address: _____ Phone number _____

Site Address: _____ Email Address _____

REASON FOR THE VACATION REQUEST _____

A copy of the deed for the property must be submitted with this application. Only the legal land owner or a proven authorized agent may request the vacation of right of way or easement. The City of Auburn reserves the right to approve or deny the request for the vacation of right of way.

SIGNED: _____ DATE _____

PRINT NAME _____

Received By:	Date:
Request Approved: Yes No	Comment:

If the request is approved by Director of Public Works, a copy of the Right of Way Vacation Policy will be provided along with a checklist to follow.

REQUIRED

GRAPHIC INFORMATION

Petition to vacate signed by all adjacent land owners	Survey of proposed vacation
List of all land owners affected by vacation	Legal description of total vacation
Public Notice for publishing	Legal description of property divided evenly between adjacent land owners
Proof of paid public notice printed in local newspaper for four consecutive weeks	
Proof of public notice posted in the court house for four weeks	*In the case of an easement, if all information is available on a plat or drawing of the property, the Land Acquisition Specialist may do the legal description and Exhibit "A"
Proof of letters mailed to utilities	
Proof of letters mailed abutting property owners	
Declaration of vacation	

Once the above information is provided, the City will forward the request to the City Council for approval.

Received By:	Date:
Sent to City Council:	Approved:
Resolution Number:	