



APPLICATION FOR STREET VACATION
 Community Development Department
 100 N. Appleton St. PH: 920-832-6468
 Appleton, WI 54911 FAX: 920-832-5994

Stamp date received

APPLICANT	STREET VACATION INITIATED BY
Name	<input type="checkbox"/> Citizen Requested/Initiated <input type="checkbox"/> Aldermanic Resolution <input type="checkbox"/> City Staff Initiated
Mailing Address	
Phone	
E-mail	

STREET INFORMATION	
Name of Street(s) to be Vacated:	
Location:	
Legal Description of Proposed Street Vacation *Please submit an electronic copy of the legal description in Microsoft Word format.	
Current Zoning:	Proposed Zoning:
Current Uses:	

PLEASE STATE THE REASON(S) FOR STREET VACATION REQUEST
*Please attach a location map of the property or portion of the property in question and facts to support the request.

Date	Applicant Signature
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OFFICE USE ONLY	
Application Complete _____	Date Filed _____
Fee for Citizen Requested or Initiated: \$200.00 Acct #PWZNIG Receipt # _____ Date Paid _____	

WHAT IS A STREET VACATION?

A Street Vacation is the discontinuance of all or part of a public way granted by the Common Council.

WHERE DO I START?

Contact the Community Development Department. A meeting will be coordinated with staff from the Department of Public Works Department – Engineering Division and the Community Development Department prior to submittal of an application/petition for the street vacation.

A citizen-initiated street vacation requires a written petition of the owners of all frontage of the lots and lands abutting the public way and more than one-third of the owners of the frontage of the lots and lands abutting that portion of the remainder of the public way which lies within 2,650 feet of the ends of the portion to be discontinued.

WHAT'S NEXT?

Submit the application, fee (check payable to City of Appleton), petition, scaled map and legal description to the Community Development Department. The Community Development Department checks the accuracy of the request and files the petition with the City Clerk.

The request for a street vacation goes before the Municipal Services Committee and the City Plan Commission. The Common Council holds a public hearing to vote on the Final Resolution vacating the right-of-way.

WHAT IS THE FINAL ACTION?

After Common Council action, the City Clerk shall record the vacation with the Register of Deeds office. The City Clerk notifies City department heads, utility companies and emergency service operators of the approved street vacation.