



CITY OF CENTRALIA
Community Development
118 W Maple, Centralia, WA 98531 360-330-7662
www.cityofcentralia.com

STREET VACATION APPLICATION

This application packet is designed to obtain all the information necessary to allow the City to make a well-informed decision on your application. Please refer to the attached application checklist to determine the materials which must be submitted to complete your application. All application materials are public information. Your application will be evaluated on the basis of the information you provide, the criteria listed in the pertinent section of the Municipal Code, the City of Centralia Comprehensive Plan, other City regulatory ordinances, inspection of the property, as well as testimony and evidence presented through public comments.

YOU ARE ENCOURAGED TO MEET WITH A PLANNER FROM COMMUNITY DEVELOPMENT WELL IN ADVANCE OF SUBMITTING YOUR APPLICATION TO DISCUSS YOUR PROPOSAL AND OBTAIN GUIDANCE ON THE APPLICATION MATERIALS YOU MUST SUBMIT.

Copies of City ordinances such as the Municipal Code, Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance, and Shoreline Master Program are available at City Hall, 118 W Maple, Centralia WA 95831. The City ordinances can be found online at www.cityofcentralia.com.

NOTES:

1. The information provided by the Community Development is a preliminary, qualified assessment which is based on the information provided by the applicant/contact person. More detailed technical review of a specific development permit application may disclose additional substantive or procedural requirements. Furthermore, the role and the authority of the City staff is advisory only. A final decision on a street vacation can only be made, after public comment and hearing, by the City Council.
2. The person filing the petition for street vacation is responsible for and agrees to coordinate with any other property owner who signed the petition in meeting the requirements imposed by the City Council, such as monetary compensation.

PETITION TO VACATE A STREET, ALLEY OR PUBLIC EASEMENT

Name of Person Filing Petition (Agent): _____

Address: _____

e-mail Address: _____

Daytime Phone: _____

Secondary Contact Name: _____

Address: _____

e-mail Address: _____

Daytime Phone: _____

Legal Description of Street, Alley or Public Easement to be Vacated:

Tax parcel number, if applicable: _____

Does the Street, Alley, Public Easement or Part Thereof abut any body of water? _____

If so, please describe: _____

Will the vacation result in any parcel of land being denied direct access? _____

How is the vacation in the public interest? _____

Size of Street, Alley, Public Easement, or Part Thereof to be vacated (in square feet):



City of Centralia Community Development
118 W Maple
PO Box 609
Centralia WA 98531 360-330-7662
www.cityofcentralia.com

APPLICATION CHECKLIST: STREET VACATION
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The following is a list of materials which must be submitted with your application. For some applications, it will not be necessary to submit all of the listed materials. Consult with the Department of Planning and Community Development if you have questions. Please do not turn in your application until all materials which apply to your proposal have been checked off. A hearing date will not be assigned until your application materials are complete.

RETURN THIS CHECKLIST WITH APPLICATION

Applicant
to check
if
submitted

Pre-Submittal Meeting

A meeting with a planner is recommended prior to submittal.

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Application

A petition form signed by the owners of more than two-thirds of the lineal footage of the property abutting the portion of the street or alley to be vacated, or in the case of an easement, more than two-thirds of the property underlying the portion of the easement to be vacated. If any petitioner is purchasing abutting or underlying property under a real estate contract, the seller of that property must also sign the vacation petition.

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A statement of why the proposed vacation is in the public interest.

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A statement explaining how no property will be denied direct access as a result of the vacation.

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A legal description of the street, alley or easement to be vacated; together with a statement certifying the validity of the legal description, signed by a licensed surveyor or registered engineer. The requirement for certifying the legal description may be waived by the Director of the Public Works Department if he/she or his/her designee certifies to the validity of the legal description.

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The legal description should be for a full street, alley, or easement vacation. Only in rare and unusual circumstances does the City approve a partial vacation.

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An appraisal from a Washington state licensed appraiser no more than 30 days old.

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Plans

Five (5) copies of a surveyed drawing, drawn at 1" = 100' and folded to 8-1/2" x 11" size, showing the street, alley, easement, or part thereof to be vacated, and showing all properties with subdivision, blocks, lots and specifying open and unopen rights-of-way for a radius of 300 feet from any boundary of the street, alley, easement, or part thereof to be vacated. The map must designate alternate access ways if the vacation will have the effect of eliminating access to or from any property. The map must also identify each petitioner's property.

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One (1) copy of all plans reduced onto 8 1/2 x 11" size.

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The following materials must be submitted on a CD or emailed to the Planning Department for presentation at public meetings and/or permanent storage:

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- Acceptable native electronic formats are: Adobe PDF, Word, Excel, PowerPoint, JPEG or GIF.
- All memos and reports including SEPA checklists, wetland reports, geotech reports, site plans, traffic reports, etc. should be submitted in their native electronic format or converted from their native format to Adobe PDF rather than being scanned.
- Any memo/report that is created from multiple formats must be combined and submitted as one PDF document.
- All plans, drawings, renderings, photographs or other graphics must be submitted in its native electronic format. CAD format is unacceptable; you must convert to Adobe PDF before submitting.
- All documents must be either 8 1/2 x 11 or 11 x 17 inch size. Legal sized documents will not be accepted.
- Models and/or material/color boards, if prepared, must be photographed for permanent storage and submitted to the Planning Department on CD.
- Converting a document from its native format to an Adobe PDF document is preferred as opposed to scanning the document.

LIMITATION ON AUTHORITY:

The City may not vacate any street, alley, easement, or part thereof that abuts any body of water unless-

- (1) The vacated area will thereby become available for the City or other public entity to acquire and to use for a public purpose; or
- (2) The vacated area is zoned for industrial use.

REQUEST FOR PUBLIC UTILITY REVIEW (see attached form)

In vacating a street, alley, easement, or part thereof, the City will usually reserve an easement for public utilities and services, or the right to exercise and grant an easement, in the location of the vacation. If the petitioner requests that an easement not be reserved or that the easement be moved or reduced in area, the petitioner must:

Applicant
to check
if
submitted

- (1) Submit written approvals from all public utilities holding a City franchise within the area proposed to be vacated (see Request for Public Utility Review form attached). ☐
- (2) When mailing out the request form, include a vicinity map, explanation of the vacation request, and the address and legal description of the area to be vacated. Also, you will need to obtain from the Planning Department the name and phone number of the assigned planner and the assigned file number. This information must be included on the form before the form is mailed out. ☐
- (3) The written approvals from all public utilities must be submitted before the vacation can be scheduled for public hearing. It is the applicant's responsibility to see that the public utilities submit the written approvals. ☐

NOTES:

- 1. If any time prior to the public hearing, 50 percent or more of all the owners of property abutting the street, alley or part thereof, or underlying the easement or part thereof, to be vacated file a written objection to the vacation with the Department of Community Development, the City may not hold a public hearing or grant the vacation.
- 2. If City Council grants the Vacation, it may require monetary compensation, land dedication. This monetary compensation, dedication, or easement requirement must be fulfilled by the person filing the petition before the Ordinance can become effective.

TO THE CITY COUNCIL OF THE CITY OF CENTRALIA

The undersigned hereby petition for the vacation of the following street or alley located in the City of Centralia, Washington: *(insert a legal description of the street/alley to be vacated)*

The undersigned hereby agree to pay the City of Centralia for the vacated right-of-way in compliance with 35.79 RCW upon approval of the petition. The petitioners understand that if the approving ordinance requires payment, this payment shall be made within 90 days of the approval of the ordinance or said ordinance shall become void.

Legal Property Owner Name: _____

Signature: _____

Address: _____

Phone #: _____

Legal description of my property: _____

Legal Property Owner Name: _____

Signature: _____

Address: _____

Phone #: _____

Legal description of my property: _____

Legal Property Owner Name: _____

Signature: _____

Address: _____

Phone #: _____

Legal description of my property: _____

**REQUEST FOR PUBLIC UTILITY REVIEW
CITY OF CENTRALIA VACATION PROPOSAL**

Puget Sound Energy
PO Box 97034
Right-of-Way Department
Bellevue WA 98009-9734

Rainier Connect
1417 Kresky Ste 1
Centralia WA 98531

Lewis County PUD
321 NW Pacific
Chehalis WA 98532

Comcast
183 Inverness Dr West 4th floor
Englewood, CO 80112

Qwest
Lynn Smith
8021 SW Capitol Hill Road
Portland, OR 97219-0000

A petition for _____ vacation has been submitted
(street or alley)

by _____ to the City of Centralia. We request
(name of applicant)

a statement within fourteen (14) days of receipt of this notice furnishing the following pertinent information in order to complete the City's review of the requested vacation:

1. There is an existing utility route with the area described.
2. There is not an existing utility route within the area described.
3. We have no interest in a potential utility route being retained in the vacated right-of-way or alley.
4. We do have an interest in a potential utility route being retained in the vacated right-of-way or alley. If so, please describe.
5. Call 360-330-7662 (City Planner) if additional information is needed. (City File No. SV-_____).

Please address reply to:

Planner
City of Centralia
Community Development
118 W Maple
PO Box 609
Centralia WA 95831

Attachments: **Address and Legal Description of Proposed Street Vacation Request and Vicinity Map**