

CITY OF GALENA, ILLINOIS

101 Green Street, PO Box 310, Galena, Illinois 61036



Street Vacation Request

Applicant's Name: _____

Applicant's Address: _____
City State Zip

Phone #: _____ **Email:** _____

Location of Requested Vacation: _____

Requirements:

1. Applicant must provide a plat and legal description of the property involved in this vacation request.
2. Applicant must post a sign, legible to the general public from the adjacent street, upon the property described in this application.
3. Applicant must pay a \$350.00 fee.
4. Application must provide a written request in which an explanation for the vacation request is given.

What the Fee Covers:

1. Cost of a public notice published within a black border in the local newspaper (required by state law).
2. Cost of postage to mail notices of the application and public hearing, not less than fifteen (15) nor more than thirty (3) days prior to the date of the hearing, to all owners of property within 250' of the parcel to be vacated.
3. Legal costs involved in the preparation of the street vacation ordinance by the City Attorney.
4. Cost of recording the street vacation at the Jo Daviess County Recorder's Office.
5. Other miscellaneous costs which might be associated with this street vacation request.

What the Fee Does Not Cover:

1. Cost of the appraisal to establish the value of the land to be vacated (if the vacation is approved).

Street Vacation Procedures

1. Applicant completes street vacation request form and provides legal description and plat. Applicant will be informed of public hearing requirement. Non-refundable application fee of \$350.00 is required before any action will be taken. The fees cover the following costs as applicable:
 - a. Publication costs.
 - b. Postage costs of notice to surrounding property owners.
 - c. Legal costs of the preparation of the street vacation ordinance.
 - d. Recording costs of the street vacation.
2. City Engineer, Water & Sewer Superintendent, Zoning Administrator, and City Administrator review the request.
3. Staff develops either a positive or a negative recommendation. Applicant will be notified of a negative recommendation by letter. The applicant may then withdraw the request or continue with the process.
4. If the process continues, notice of the public hearing will be published.
 - a. Notice will be placed in a black bordered ad in the legal section of the local newspaper.
 - b. Notice of the application and public hearing will be mailed, not less than fifteen (15) nor more than thirty (30) days prior to the date of the hearing, to all owners of property within 250 of the parcel to be vacated.
5. The public hearing will be placed on the appropriate Council agenda (not less than 15 or more than 30 days after publication of the public notice).
6. The public hearing will be held at the appropriate Council meeting.
7. If the application is denied following the public hearing, the applicant is notified and the process ends.
8. If the application is approved, the applicant is notified of the council action and directed to commission an appraisal by a licensed appraiser of the land to be vacated. The appraisal will establish the value of the land to be vacated. The cost of the appraisal is the responsibility of the applicant.
9. When the appraisal is complete, an ordinance vacating the property will be prepared by the City Attorney. The ordinance will include in the ordinance the total sale price of the land to be vacated. The ordinance will be place on the next council agenda for possible action.
10. If the ordinance is approved and payment is received from the applicant, the City Clerk shall file the appropriate documents with the County Recorder.

City of Galena Use Only

<u>Type</u>	<u>Yes/No</u>	<u>Cost</u>
Fee paid:		
Legal and plat received:		
Staff review completed:		
Publication completed:		
Notices mailed:		
Public hearing scheduled:		
Ordinance prepared:		
Recordation Date:		
Compensation for Land:		
Total Costs:		

City Engineer's Signature Date

Zoning Administrator's Signature Date

City Administrator's Signature Date

W/S Superintendent's Signature Date