

Street/Alley Vacation Process & Checklist

Applicant Responsibility:

1. **Application & Fee** - Application is filed with the City of Columbus. The application fee is \$200, which covers administrative costs required of the City to file the paperwork.
2. **Petition to Vacate** - Applicant completes Petition to Vacate form.
3. **Notification Adjacent Property Owners** - Notification forms must be presented to adjacent property owners. The adjacent property owners must complete the forms and sign the forms. The City of Columbus will serve the notification forms to the adjacent property owners.
4. **Vicinity Map** - Applicant submits an exhibit/map that clearly portrays the requested street or alley being vacated.

Each of the above items must be completed and submitted together to the Columbus City Clerk.

City Responsibility:

1. **Legal Description Check** - The City Clerk is notified and checks the proposed vacation for accuracy.

If the legal description or the exhibit/vicinity map is inaccurate, the applicant will be notified and asked to re-submit.

2. **Vacation** - The vacation requires approval from the Property & Parks Director & Utilities Director.
3. **Review** - The City Attorney will review the request and create an Ordinance which will be forwarded to the City Clerk's Office.
4. **Public Notification** - The City Clerk will publish the proposed vacation, per K.S.A. 504. The public notification will establish a public hearing.
5. **Public Hearing** - The City of Columbus will hold a public hearing to consider the proposed vacation ordinance.
6. **City Council Vote** - The Columbus City Council will vote to approve or deny the vacation ordinance.

The City is not responsible for any additional costs associated with vacating an alley or street including, but not limited to, civil claims or establishing new boundary lines, such as professional surveys and mapping. The applicant will be notified via mail whether the vacation ordinance is approved or denied.

The City of Columbus offers notary services at City Hall free of charge.



300 E Maple St
Columbus, KS 66725
Phone: (620) 429-2159
Fax: (620) 429-1159

Street/Alley Vacation Application

Address: _____

☐ Property is an Alley

☐ Property is a Street

Please attach legal description of the property to this application. This information may be found on the warranty deed or current survey of the property.

Applicant Information:

Name: _____

Address: _____

City: _____

State: _____

ZIP: _____

Phone: _____

Email: _____

Legal
Description
of Property:

Applicant/Representative: I hereby certify the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that the submittal of incorrect or false information is grounds for invalidation of application completeness, determination or approval. I understand that the City of Columbus might not approve what I am applying for, or may set conditions upon approval.

Signature: _____

Date: _____



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Petition to Vacate

I, the undersigned, being the owner of the real estate at the location named below, hereby move for the location to be vacated, per the City Council of the City of Columbus, KS.

I certify that this property lies within the Municipal Boundary of the City of Columbus, KS.

This affidavit serves as a formal petition to vacate the property listed below with the following description:

Property Type:	Alley	Street
Address: _____		

The real estate affected by said abandonment of the street or alley located at the address listed above to the City of Columbus, KS, a certified copy of the original plat located in the Cherokee County Clerk's Office is attached hereto, and made a part hereof as though set out herein for word.

The petitioner(s) state that the above described real estate will not adversely affect the public interest and welfare and would also not be adversely affected by the abandonment of the above described street or alley.

The petitioner(s) recommend that the City of Columbus, KS abandon and vacate the above described real estate, subject, however, to the existing utility easements as required, and that the above described real estate be used for their respective benefit and purpose as now approved by law.

The undersigned petitioner(s) respectfully recommend that the governing body of Columbus, KS abandon and vacate the above described real estate, subject to said easements and as to that particular land the owner be free from easements of the public for use of said real property.

Signature: _____	Date: _____
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Signature: _____	Date: _____
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Adjacent Property Owner Notification Form

I, _____ have been notified of the petition to vacate the
street/ alley at the address below:

Address: _____

Adjacent Property Owner Information:

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

I hereby certify that I do not object to the proposed vacation.

Signature: _____ Date: _____

Notary Stamp or Seal

Subscribed to and
before me the _____ day of _____ 20 _____

Notary Public Signature

Notary (Printed Name)

Date