

Application Packet

Vacation of Easement, Street, or Alley

Welcome to our enhanced application process!

Last updated: June 18, 2026

Process Overview:

Required Documents for Online Submittal:

- **Application**
- **Site aerial/GIS Image**
- **Legal Description (in word)**
- **Proof School & Utility Companies have been notified**
- **Vacation of Easement, Street, or Alley Petition**
 - **Petition must be signed by at least 75% of abutted property owners.**
- **Vacation of Easement, Street, or Alley (Corporate) with notary or**
- **Vacation of Easement, Street, or Alley (Individual) with notary**

Once the review has been completed, a review letter will be sent to the applicant and will include and required draft documents such as Resolution and Development Agreement (if applicable) – in Word format. Please note that all documents are prepared in accordance with City regulations and the Columbus Land Development Ordinance requirements. Any requested revisions, removals or additions are subject to City Staff and City Attorney approval.

Application Process:

1. **Application Submission:** Once your application is received and accepted, City Staff will conduct a thorough review.
2. **Review Notification:** After the review is complete, a letter detailing findings will be emailed to the applicant and their attorney, with copies sent to City Staff and the City Attorney. Multiple reviews may be required.
3. **Legal Document Finalization:** Following the review, the applicant's attorney and the City Attorney will collaborate to finalize all necessary documents, incorporating any required revisions.
4. **Hard Copy Deliverables:** Following approvals:

1. All legal documents with original signatures, to be signed by the Mayor must be delivered to City Hall prior to meetings and dates and times indicated in the review letter(s).

ONLINE APPLICATION PROCESS

www.columbusne.us

Select Licenses & Permits

Engineering – Select which application applying for (Vacation of Easement, Street or Alley)

Application:

- Download application to your computer & fill in all fields
- To electronically sign application:
 - Right click on the signature line and select the electronic signature and save to your desktop.
 - Name the application something that you can find on your computer to upload when requested at the end of the online application process.

Scroll down to Step 1 – Select a property

- Search by address, name, or parcel number
 - Below will show the results. If multiple select the property applying for.

Scroll down to Step 2 – PZE Process Details

- Select application for which you wish to apply.
 - In the drop-down box select the application applying for.
 - Enter small description in the following box
 - If a plat of any type, it is required to fill in the “New Subdivision” field to proceed.

Scroll down to Step 3 – Applicant Information

- Owner Information on File
 - This should be the owner of the property
 - Check the box “I certify that I am the owner or authorized agent of the property listed above.
- Contact Information will be who is filling out the application.
 - PZE Process Owner – This is the person applying for the application and their details.

Scroll down to Step 4 – Estimate PZE Process Fees

- This is the estimate fees that will be due.
 - **DO NOT PAY THIS UNTIL WE EMAIL AN INVOICE TO YOU.**

Scroll down to Step 5 – Attach Documents

- Attach each document that shows as “Required”
 - Any additional documents can be added by clicking on “add document” in the upper right hand corner.

Scroll down to Step 6 – Submit Application

- Review all the details and if found some information is incorrect you can select the box above (1-6) and it will take you back to that box to correct the data.

Once you feel all information is good to go. Click “submit” and the application will upload to the online portal.

A message will come on the screen to show Application Submitted Successfully.

If any questions contact departments as follows:

Community Development 402-562-4236
Rezone Application
Special Use Permit Application
Board of Adjustment/Appeal Application
Building Moving Permit

Engineering Department 402-562-4309
All plat applications
Development Review Team Application
Structural & Nonstructural Floodplain Permits
Occupy Right of Way
Floodplain Development
Easement Request
Vacation of Easement, Street, or Alley
Sidewalk, Driveway, or Parking Area Paving Permit

Street Department 402-562-4253
Tree Permits
Temporary Occupation of Right-of-Way

Thank you for your participation in this process!



**Accountability - Dedication
Honesty - Integrity - Respect**

City Hall | Engineering Department
2500 14th St., Suite 3
Columbus, NE 68601
402-562-4309
EngDept@columbusne.us
www.columbusne.us

Date: _____

CHECK BOX(ES) OF WHICH APPLYING FOR:

Easement Vacation

Street Vacation

Alley Vacation

_____ Vacation Request

APPLICANT CONTACT INFORMATION OF ABUTTING PROPERTY OWNER OR REPRESENTATIVE OF GROUP:

NAME OF APPLICANT: _____

BUSINESS (if applicable): _____

MAILING ADDRESS OF APPLICANT: (to include City, State, Zip):

PHONE NUMBER: _____

APPLICANT E-MAIL: _____

☐ **Check if property owner is same as applicant**

PROPERTY OWNER INFORMATION:

NAME OF APPLICANT: _____

BUSINESS (if applicable): _____

MAILING ADDRESS OF APPLICANT: (to include City, State, Zip):

PHONE NUMBER: _____

APPLICANT E-MAIL: _____

ATTORNEY CONTACT INFORMATION:

NAME OF ATTORNEY: _____

ATTORNEY OFFICE: _____

MAILING ADDRESS: (to include City, State, Zip):

PHONE NUMBER: _____

ATTORNEY E-MAIL: _____

Physical address of vacation of easement, street, or alley requested:

Legal Description of vacation requested. (A separate sheet may be attached if necessary):

Brief explanation of why this vacation is being requested:

Representative or Owner Signature:_____

Application Fee: \$300.00

Documents required for submittal of vacation request:

1. Application
2. Legal Description in word.
3. Vacation of Easement, Street, or Alley Petition.
 - a. Petition must be signed by at least 75% of abutted property owners.
4. Vacation of Easement, Street, or Alley (Individual) with Notary or
 - 3a. Vacation of Easement, Street, or Alley (Corporate) with Notary
5. Attach written correspondence on company / personal / Attorney letterhead from all public (City water, sewer, and street departments) and private utility companies regardless of whether said utilities have structures in the requested easement to be vacated or narrowed.
6. City to provide Draft Ordinance. Applicant's Attorney to review and submit Draft Ordinance to Engineering Department for review by City Attorney.
7. The completed application, petition, and Ordinance will be placed on the next available Public Property, Safety, and Works Committee agenda for consideration and recommendation to the City Council. A representative shall be present at both meetings to address any questions.

PETITION

Honorable Mayor and Members of the City Council
City of Columbus

We, the undersigned, owners of property representing more than 75 percent of the
(Check One) easement ☐, street ☐, or alley ☐ adjacent property, hereby ask and petition that
the necessary action be taken to vacate the following street or alley:

and we hereby respectively waive any and all damages or claims for damages by reason of said
vacating.

Property Owner(s)	Date	Mailing Address	Abutting No. of Feet
Print: Sign:			
Print: Sign:			
Print: Sign:			
Print: Sign:			
Print: Sign:			
Print: Sign:			
Print: Sign:			

CORPORATION

The acknowledgement of the signature of a corporation must have attached a copy of the By-Law or Resolution, duly certified by corporation officers, under and by virtue of which such signature was affixed to said petition.

Acknowledgement of signature to petition for vacating and narrowing of

(Check One) easement ☐, street ☐, or alley ☐ – to wit.

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Within Columbus, Nebraska.

Corporation			
Print Name / Title			
Email Address			
Signature		Date:	

Corporation			
Print Name / Title			
Email Address			
Signature		Date:	
State:		County	

On this ____ day of _____, 20_____, before me, a Notary Public in and for said County personally appeared _____

Who is/are personally known to me to be the identical person(s) whose name(s) is/are affixed to the annexed petition of owners of lots and lands abutting upon said part of easement in the city of Columbus, Nebraska, for vacation or narrowing of said part of said easement and who is/are personally known to me to be the _____ of said Corporation and has/have acknowledged the signing of said petition to be a voluntary act and deed, and the voluntary act and deed of said Corporation.

Witness my hand and notarial seal on the day and date above written:

(SEAL)

Notary Public

My Notarial Commission expires the ____ day of _____, 20__.

INDIVIDUAL

The acknowledgement of the signature of each individual is required (one per sheet).

Acknowledgement of signature to petition for vacating or narrowing of the following

Check one: easement ☐, street ☐, or alley ☐ – to wit.

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Within Columbus, Nebraska.

Print Name			
Email Address			
Signature		Date:	

State:		County	
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On this ____ day of _____, 20_____, before me, a Notary Public in and for said County personally appeared _____

Who is/are personally known to me to be the identical person(s) whose name(s) is/are affixed to the annexed petition of owners of lots and lands abutting upon said part of easement in the city of Columbus, Nebraska, for vacation or narrowing of said part of said easement, street, or alley and who is/are personally known to me to be the _____ of said Individual and has/have acknowledged the signing of said petition to be a voluntary act and deed, and the voluntary act and deed of said Individual.

Witness my hand and notarial seal on the day and date above written:

(SEAL) _____ Notary Public

My Notarial Commission expires the ____ day of _____, 20__.