

Vacation petition application

Requirements and process overview

The City of St. Louis Park will vacate public highways, streets, alleys or easements if it is found that the city has no current or future need for these lands. Proceedings to vacate such land may be commenced by petition of a majority of the owners of property fronting upon the portion of the public highway, street, alley or easement to be vacated, by action of the St. Louis Park City Council or by recommendation of the St. Louis Park Planning Commission.

In order to constitute a petition for vacation, a majority of abutting property owners of the portion of public highway or street to be vacated must appear on the petition form. If the request is for vacation of a public alley or easement, it must be signed by the majority of owners of property adjacent to the alley or easement in the block where the alley or easement is situated, whether or not the petition requests vacation of the entire alley or easement.

To make the application complete and to permit formal acceptance of your application by the community development department, you must provide the following information and complete all requirements under the submittal checklist. No application will be formally accepted without fulfillment of these requirements. Upload the vacation petition through ePermits and ProjectDox to submit your request to the City. If the application represents a request to the planning commission to recommend and to the city council to initiate vacation, that must be specifically stated.

The applicant is encouraged to discuss the proposal with community development staff prior to completion of final plans and filing of a petition/request.

Submittal checklist

- [Vacation application](#) submitted electronically through ePermits.
 1. Click “Apply for Permit” in the upper left corner of the website.
 2. Register for an account as a “Plan Submitter” or login with a previously created account.
 3. On the Permits page, select “Vacation Petition Application” under Planning Applications on the left side of the website.
 4. Click “I Agree – Apply for Permit” after reviewing permit information
 5. Provide the following information:
 - Primary property address
 - Your contact information, as the Plan Submitter
 - Vacation type: highway, street, alley, or easement
 - Current fee owner name and contact information
 - Addresses of all properties in the project
 - A concise statement summarizing the project to be published on the city website. This should be approximately 50 words.
 - Acknowledgement and signature

- Supplemental information, submitted electronically through ProjectDox. Once you have applied with ePermits above, ProjectDox will email you with information on how to create an account and upload the following materials under the permit number created by ePermits:

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- A complete and accurate legal property description in digital text format that can be copied and pasted, such as Word or PDF. If the property is Torrens, a copy of the most current certificate of title must accompany the application. If the property is not Torrens, a copy of the most recent document which transferred title (e.g., a warranty deed) must accompany the application.
- Petition/request (found below)
- A complete and accurate legal property description must be submitted if the property to be vacated is an easement. A survey must be submitted if the property to be vacated is a highway, street or alley.
- A map or plat, which includes all property lines, showing the lands containing the proposed vacation.
- PDF of names and address labels of all property owners within 350 feet of the boundaries of the parcel requested to be changed. The source of the names and addresses must be from Hennepin County. Visit <https://gis.hennepin.us/locatenotify/default.aspx> to create the mailing label package, including a map showing the notice area.
- Filing fee (collected electronically through ePermits after staff have reviewed application materials uploaded into ProjectDox). Note, your application will not be found complete until the filing fee has been paid.

A petition/request is not complete unless all the above items are satisfied. Some applications and/or plans may have unresolved matters which would delay consideration.

Vacation petition

The undersigned petitioners respectfully represent and state that they are owners** of the land fronting upon the portion of the public highway, street, alley or easement petitioned to be vacated.

Name, address and phone number	Signature of petitioner	Legal description of petitioner's property

(Use another sheet to list additional petitioners)

*If a majority of property owners do not petition for the vacation, the planning commission or city council must initiate the vacation and, in that case, a super majority of city council is required on the second reading of the vacation ordinance.

**If a property is in joint ownership, all joint owners are counted in determining a majority.