



# Street or Alley Vacation Requests Planning Commission A Step-By-Step Guide



- 1** **INTRODUCTORY MEETING WITH PLANNING STAFF** - Staff will assist the applicant by explaining the review process; review the application and survey requirements. The applicant is encouraged to contact adjoining and nearby property owners and occupants to discuss their project prior to the public hearing. A copy of the mailing information for the 300' notification can be obtained from Staff upon request.
- 2** **SUBMISSION OF APPLICATION** - Applicant will submit application at least 25 days before the next regularly scheduled Planning Commission meeting (first Thursday of the month) to the Zoning Administrator for review. The Zoning Administrator shall review the application and site plan. Staff will forward a copy of the request to the Director of Public Safety, DPW/Utility Director, and City Engineer for review/comments as needed. **Fee must be received before any requests are processed.**
  - 2a** **APPLICATION/SITE PLAN IS INCOMPLETE** – Staff will prepare a notice of findings/corrections that will be sent to the applicant. *Due to the review time/noticing requirements applicants are encouraged to submit their requests in advance of the 25 day minimum requirement.*
  - 2b** **APPLICANT SUBMITS REVISIONS** – Staff reviews for completeness
- 3** **APPLICATION/SITE PLAN IS COMPLETE** – Staff will prepare notice of public hearing (ad in newspaper, posted on City web page, City Facebook page, posted at City Hall, mailing to all owners/occupants within 300' of property). Noticing must be at least 20 days prior to meeting date.
- 4** **PUBLIC HEARING** - Applicant shall present their case to the Commission along with any correspondence in support of their request. Staff will give their report, the public is invited to speak on the request, and correspondence will be read into the record. Public hearing will be closed.
- 5** **PLANNING COMMISSION REVIEW** – The Planning Commission will review the request for compliance and make a recommendation to City Council.
- 6** **CITY COUNCIL REVIEW** – After recommendation from the Planning Commission, Staff will prepare a Council agenda request form and memo for the next City Council meeting.
- 7** **EQUALIZATION DEPARTMENT** – Upon approval Staff will prepare a letter to the County Equalization Department that authorizes the street or alley vacation request. A copy of the letter and supporting documentation will be sent to the applicant and the City Assessor.
- 8** **FINALIZE REQUEST** – The County Equalization Department processes the request and it will be processed for the next tax roll.



Planning & Zoning, City Hall  
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## Street or Alley Vacation Request Form

Please Print

Vacation of a Public Right-of-way Requirements		
<p><i>Requests must be received 25 days prior to the City of Manistee Planning Commission meeting to be placed on the agenda.</i> Requests require a Public Hearing and Council Approval. Notice shall include publication in a newspaper, posting in City Hall, and notification by first class mail of all parties within 300 feet of the affected portion of street/alley. <b>Applicants must furnish title work to show all easements.</b></p>		
Applicant Information		
Property Address:		Parcel #
Name of Owner #1:		
Mailing Address:		
Phone #:	Cell#:	e-mail:
Property Address:		Parcel #
Name of Owner #2:		
Mailing Address:		
Phone #:	Cell#:	e-mail:
Property Address:		Parcel #
Name of Owner #3:		
Mailing Address:		
Phone #:	Cell#:	e-mail:
Property Address:		Parcel #
Name of Owner#4:		
Mailing Address:		
Phone #:	Cell#:	e-mail:
Site Plan Requirements		
<p>The applicant is responsible to provide a survey showing the streets and street names and lot dimensions of all parcels involved in the vacation and legal descriptions of the proposed resulting parcels. <b>The Planning Commission reserves the right to require additional information necessary to meet the requirements of the Zoning Ordinance.</b></p>		
Authorization		
<p>By signing the application the applicant is authorizing City Staff permission to make site inspections as necessary. The undersigned affirms that the information included in this application is correct.</p>		
Applicant #1 Signature: _____		Date: _____
Applicant #2 Signature: _____		Date: _____
Applicant #3 Signature: _____		Date: _____
Applicant #4 Signature: _____		Date: _____
<input type="checkbox"/> <b>Fee of \$750.00 and Site Plan for project attached (permit cannot be issued without site plan)</b>		
Office Use Only		
Fee: <input type="checkbox"/> \$750.00		Receipt #
Signature: _____		Date: _____