

## Application Information for a Vacation of Right-of-Way

### What you need to apply

- Application fee.
- 2 copies of the attached application.
- Site plan.
- Vacation area legal description.

### When you have to apply by

- Monday, \_\_\_\_\_, by **3:00 p.m.**

### Meetings you have to attend

- Technical Review Committee on Friday, \_\_\_\_\_ .
- Plan Commission on Thursday, \_\_\_\_\_ .
- Board of County Commissioners on the 1st Monday of the next month, \_\_\_\_\_ ,  
or (if town) Town Board or Council on \_\_\_\_\_ .

**Application for a Vacation of Right-of-Way**

Jurisdiction:  Unincorporated  Bristol  Middlebury  Millersburg  Wakarusa

Location: \_\_\_\_\_ ,  
relationship to requester's property  
\_\_\_\_\_ ft. N S E W of \_\_\_\_\_ ,  
\_\_\_\_\_ ft. N S E W of \_\_\_\_\_

Original use:  Street  Alley  Other: \_\_\_\_\_

Surface:  Pavement  Gravel  Grass  Dirt  
 Other: \_\_\_\_\_

Reason for vacating: \_\_\_\_\_  
\_\_\_\_\_

**Requester**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Other party 1**  Other requester  Surveyor, engineer, or agent  Developer

Name: \_\_\_\_\_ State license no.: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Other party 2**  Other requester  Surveyor, engineer, or agent  Developer

Name: \_\_\_\_\_ State license no.: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Signature of requester or agent:** \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Site Plan Information**  
Minimum Requirements

**No aerial photos.**  
**No paper larger than 11 × 17.**  
**Use labels as shown in the sample.**  
**If you draw to scale, show it.**

**Show the following:**

- North arrow.
- Boundaries of the vacation area (with dimensions and acreage).
- Boundaries of the requester's property (with requester's name and mailing address, building outlines, and other notes like subdivision name and lot number).
- Notes for other properties that touch the vacation area (owner's name and mailing address and other notes like subdivision name and lot number).
- Streets that touch the requester's property.

**Sample site plan**



