



VACATION OF ALLEY, STREET OR RIGHT-OF-WAY APPLICATION CHECKLIST

This type of application is considered legislative and must first be reviewed by the Coordinator's Review Committee (CRC) consisting of Provo City staff. The City staff will make a recommendation to the Provo City Planning Commission for consideration. The Planning Commission, after hearing the request, will make a recommendation to the Municipal Council to either approve or deny the request. The Municipal Council has the final authority to either approve or deny the request.

Below is a list of information that is required to be submitted with the application in order for City staff to process the request. If any of the required information is not submitted, the application will be considered incomplete and will not be accepted.

Fees: \$1050 + \$60 Noticing Fee

Please apply for the application and provide the following in an electronic PDF format online at provo.org/portal:

1. Drawings

- Electronic plans in PDF format online that show:
 - An accurate plan, drawn to scale, of the area where the alley, street or public right-of-way are located and indicating which portion is to be vacated.

2. Supplementary Information

Not all of this information is required for every application, but may be required later in the review process.

- A written statement explaining the reason for the request. As part of the statement, please indicate if the alley, street or public right-of-way is located within a recorded subdivision. If it is, please provide the following:
 - The names and addresses of all owners of record of land within the entire plat.
 - The names and addresses of all owners of record of land adjacent to any alley, street or public right-of-way that is proposed to be vacated, altered or amended.
 - The signature of each of these owners who consent to the petition.
- A written analysis of the potential impacts on existing property owners, neighborhoods, public information maps and any other impacts of the alley, street, or public right-of-way if vacated.
- A current copy of the Utah County Assessor's parcel map showing the alley, street or public right-of-way proposed to be vacated. The Utah County Recorder's Office is located at 100 E Center Street, Provo.