



# VACATION APPLICATION CHECKLIST

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11955 Champlin Drive / Champlin, MN 55316 / Phone: 763-923-7102 / Fax: 763-421-5256 / [www.ci.champlin.mn.us](http://www.ci.champlin.mn.us)

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## VACATION APPLICATION PROCEDURE

1. Obtain application packet set up preliminary meeting with the City Planner.
2. A majority of individuals having property interests in the land abutting the street to be vacated must sign the petition.
3. The complete submittal, as specified on the checklist, must be received by 4:30 p.m. of the specified deadline day.
4. Vacations require a public hearing by the City Council. The applicant or agent must attend the City Council meeting as indicated on agendas mailed to you.

## BRIEF DESCRIPTION OF VACATION PROCESS

After receipt, the City Planner will evaluate your application for a vacation. The City Planner will review the documents you submit and will prepare comments and recommendations regarding your application

Information regarding your request will be sent to property owners abutting the property or easement to be vacated prior to the meeting for which you are scheduled. You and the members of the City Council will receive a copy of the City Planner's report before the meeting.

At the public hearing before the City Council, the City Planner will present the report. You will be given an opportunity to address the City Council and make any comments you wish. Those at the meeting who wish to speak will then be allowed to do so. After questions or comments by the City Council, the City Council will act on the request.

Minnesota statutes establish that the City Council may vacate a street only upon a finding that the vacation is "in the interest of the public." This means the public must benefit, in some manner, from the vacation. The public includes persons other than those in the immediate vicinity of the vacation. A private benefit derived from the vacation does not bar the vacation, so long as a concurrent benefit to the public can be substantiated.

## **VACATION APPLICATION CHECKLIST**

1. Completed application form including statement regarding request.
2. Application fee.
3. Survey/plat (11" x 17") of subject property.
4. Reimbursement agreement.
5. Any additional material.

For the City of Champlin to accept an application submittal, all of the above information shall be submitted by the application deadline date. An incomplete application may delay the request. Exceptions to the deadline only as approved by the City Planner. If you should have any questions on this application, please contact the City Planner at 763-923-7102 or [schulte@ci.champlin.mn.us](mailto:schulte@ci.champlin.mn.us).