



APPLICATION CHECKLIST:  
PUBLIC WAY VACATION

The following is a list of material which must be submitted with your application. For some applications, it will not be necessary to submit all of the listed materials. Consult with the Planning and Zoning staff if you have any questions. Please do not turn in your application until all materials which apply to your proposal have been checked off. A hearing date will not be assigned until you application materials are complete.

**Applicant to check  
if submitted**

**Pre-Submittal Meeting**

A meeting with a planner is recommended prior to submittal

**Application**

A petition form signed by the owners of the property abutting the portion of the street or alley to be vacated. If any petitioner is purchasing abutting or underlying property under a real estate contract, the seller of that property must also sign the vacation petition.

A statement of why the proposed vacation is in the public interest.

A statement explaining how no property will be denied direct access as a result of the vacation.

The legal description should be for a **full** street, alley, or easement vacation. Only in rare and unusual circumstances does the City approve a partial vacation.

**Fees**

A check to the City of East Jordan for the filing fee

**Plans**

Applicant to submit a map of area proposed to be vacated