



VACATION OF AN EASEMENT, STREET, OR ALLEY APPLICATION

Instructions

1. Completely fill in this application form. If you have any questions contact the City of Watertown Planning Department at (952)-955-2681.
2. Provide a complete legal description, location, and justification for the requested vacation of an easement, street or alley. *(The legal description may be found on your abstract or deed. Please contact the Carver County Recorder's Office to verify that your description is complete)*
3. Attach a copy of a map that clearly shows the easement, street or alley.
4. Get confirmation from the utility companies listed on this application form to verify whether the relevant utilities are in place or not.
5. Try to discuss your proposal with adjacent property owners before you submit a formal application. Any conflicts that you can resolve ahead of time will make it easier and faster for the City to process your application. All property owners adjacent to the easement, street, or alley must sign this application form.
6. The signed application form, relevant documentation, and fees (\$250) can be submitted electronically or in person. Upon submission, City staff will review the application for completeness. If incomplete, the application will not be accepted and returned to the applicant for further information. If the application is determined as complete, City staff will schedule a public hearing.
7. In order for the Planning Commission and City Council to consider any request, the applicant or a designated representative must be present in person at the scheduled meeting for the hearing of this application. Notice will be sent to the applicant verifying the date, time, and location of the meeting. *(Planning Commission Meetings are held the 4th Thursday of each month and called to order at 6:30 PM, or as notified).*

General Information

Easement, Street, or Alley

Location Address:				
City:		State:		Zip:
Legal Description:				
Justification for Requested Vacation:				

Applicant					
Name:					
Address:					
City:		State:		Zip:	
Phone Number:		Fax Number:		Email:	

 **Utility Agencies**

Xcel Energy (Gas) In Place Utilities

Company Rep. Signature:			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Name:		Phone #:			

Xcel Energy (Electric)

Company Rep. Signature:			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Name:		Phone #:			

Frontier Communications (Phone)

Company Rep. Signature:			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Name:		Phone #:			

Charter Communications (Cable)

Company Rep. Signature:			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Name:		Phone #:			

City of Watertown (952-955-2681)

Company Rep. Signature:			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Name:		Phone #:			

CarverLink (Fiber Internet)

Company Rep. Signature:			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Name:		Phone #:			

 **Adjacent Property Owners**

Name:		Signature:			
Address:				Date:	
Name:		Signature:			
Address:				Date:	
Name:		Signature:			
Address:				Date:	



Signatures

I, the undersigned, certify that the information on this application, to the best of my knowledge, is true and correct. I further certify that I have a legal interest in the vacation application in question, and/or that I am legally able to represent all other persons/entities (if any) with interest in this request. I am able to furnish proof of all such interest to the City of Watertown upon request. I acknowledge that all costs associated with this application will be my responsibility.

Applicant

Name:			
Signature:		Date:	

Office Use Only

Fee:		Receipt Number:		Date Received:	
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