

**VACATION OF EASEMENT, STREET OR ALLEY**  
**Chapter 14, Section 14.05, City Charter**  
**City of Hutchinson**

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**APPLICATION FEE:** \$375.00 to cover publication and handling costs. Petitions are due on or before the third Wednesday of the month. All fees are due at the time the petition is submitted and are non-refundable.

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**PROCEDURES:**

1. Written request is submitted to the City Zoning Administrator on or before the third Wednesday of the month. **You are also herein requested to furnish a copy of the deed for the property(ies) if abstract or owner's certificate of title if torrens and detailed survey as noted in attached application form.**
2. The request is submitted to the Planning Commission, and a public hearing is set. The petition is published twice (2) in the official newspaper.
3. The Planning Staff reviews the petition and all submitted information and forwards a recommendation to the Planning Commission.
4. The Planning Commission holds the public hearing. The Planning Commission meeting is the third Tuesday of the month at 5:30 p.m. in the City Center Council Chambers, 111 Hassan Street S.E. **You are hereby invited to attend the meeting to explain your petition.**
5. The Planning commission submits the petition with a recommendation to the City Council.
6. The City Council considers the petition, and either rejects the petition or authorizes the vacation by the first reading of an Ordinance.
7. The second reading of the Ordinance is held at the next City Council meeting. If adopted, the Ordinance is signed and is published in the official newspaper.
8. A certified copy of the ordinance is forwarded to the McLeod County Recorder/Register of Deeds for recording.

**NOTE: If vacated easements are required to be rededicated in another location as a condition of approval of the petition for vacation, it shall be the responsibility of the affected property owners to do so. The rededication of the easements shall be recorded with the McLeod County Recorder at the expense of the petitioner(s).**

**PETITION TO VACATE  
EASEMENT, STREET OR ALLEY**

**TO THE CITY COUNCIL OF HUTCHINSON, MINNESOTA**

The undersigned petitioner(s) respectfully represents and states that he (they) is (are) an owner of land in the block abutting the drainage and utility easement, street or alley hereinafter petitioned to be vacated, and

Further represents that the following described length of easement, street or alley:

is not required for public use and that the public interest would be promoted by vacating and discontinuing same, and that the tracts and parcels of land described below abut on the said portion of easement, street or alley to be vacated.

**NOTE: A scale survey is required to accompany this application. The survey should include street names and alleys, N/S direction, service locations, easements, drainage, etc.**

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

Legal Description of Property (or attach deed):

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

Phone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Legal Description of Property (or attach deed):

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

Phone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Legal Description of Property (or attach deed):

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

Phone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_