

**IF ALL OF THE REQUIRED INFORMATION IS NOT SUBMITTED  
THE APPLICATION WILL BE RETURNED INCOMPLETE**



# Easement Vacation

([Land Use Application](#) also required)

## Public Hearing

### Application Requirements

The city requires one (1) copy of all required drawings at a scale no smaller than 1" = 50', and no larger than 24"x36". Two (2) sets of 11"x17" are also required. **In order for an application to be considered complete, all required information must be submitted.**

*Incomplete applications will not be accepted/processed in accordance with MN Statutes Chapter 15.99*

***Drawings shall be folded; rolled drawings will not be accepted.***

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Each of following applicable requirements (unless waived by staff) shall be submitted:

- [Land Use Application](#) form
- Application Fee
- Labels for Property Owners within 350 feet of the subject parcel obtained from the Sherburne County Public Works Office-GIS (See Page 5 of the [Land Use Application](#) Form)
- Full legal description** of the easement or street to be vacated **in an editable Word format**
- Certificate of Survey
- A typewritten narrative (see Description of Project Narrative)
- All submitted documents shall also be provided in a digital format (e.g. pdf, jpeg, doc, dwg) at a resolution of at least 300 dpi. *Flash drives, CD's, and email are acceptable.*
- All other information as determined by City Staff

*I understand if all of the required information is not submitted within 10 calendar days after my application has been submitted, my application will be returned incomplete and the next application deadline will be the following month.*

**Applicant Signature:** \_\_\_\_\_

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

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

## **Description of Project Narrative**

The narrative is your opportunity to describe, promote, and sell your proposal to the City Council before the meeting(s). A typewritten narrative explaining your request in detail should include, but not limited to, all the following applicable information:

- Detailed description/scope of project.
- What is the purpose of the Easement Vacation? What is being proposed?
- How is the request consistent with City of Elk River Comprehensive Plan?
- What has changed to warrant the Easement Vacation?
- How compatible is it with surrounding properties?
- The DNR must be notified and provide comment if adjacent to water.
- What are the benefits to the City?