



**City of Monmouth
Right-of-Way Vacation
Application**

For official use only:
 Date: _____
 Fee: \$ 100.00 Deposit
 Receipt No.: _____
 Application No.: _____

Applicant:

Name

Mailing Address

Phone #

E-Mail

City

State

Zip

Area to be vacated

Abutting Tax Lot numbers (including Assessor Map number)

Current Zoning

Purpose of the proposed vacation

Existing utilities and/or easements located within the area to be vacated

Application Procedures

Right-of-way vacation requests are processed in accordance with Oregon Revised Statutes (ORS) Chapter 271: Use and Disposition of Public Lands Generally; Easements.

Attachments

The following attachments must accompany the vacation application:

- 1. Five (5) copies of a site plan, identifying the area requested for vacation, plus one electronic copy (pdf format). The site plan must include all abutting properties and all properties within 200 feet of the proposed vacation area. Any existing or proposed easements or utilities must also be identified.

- 2. A petition signed by all of the abutting owners and the owners of two-thirds of the "affected area". (Note: This means the owners of two-thirds of the affected area, not two-thirds of the total number of property owners in the affected area.)

For the purposes of this application, the “affected area” includes the land lying on either side of the street or portion thereof proposed to be vacated and extending laterally to the next street that serves as a parallel street, but in any case not to exceed 200 feet, and the land for a like lateral distance on either side of the street for 400 feet along its course beyond each terminus of the part proposed to be vacated. Where a street is proposed to be vacated to its termini, the land included in an extension of the street for a distance of 400 feet beyond each terminus shall also be included in the affected area.

Note: City staff will provide the applicant(s) with a map showing the “affected area.”

Applicant’s Signature

Date

NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT LETTERS OF CONSENT. INCOMPLETE OR MISSING INFORMATION MAY DELAY THE APPROVAL PROCESS.

For more information please contact:
City of Monmouth Community Development Dept.
151 Main St. W.
Monmouth, OR 97361
503-751-0147
www.ci.monmouth.or.us