

INSTRUCTIONS FOR VACATION REQUEST

1. The attached form must be completed before it can be presented to the Haysville Planning Commission. All spaces should be filled in or marked as “not applicable”, i.e. (N.A.)
2. The completed form should be submitted to the Planning Department, City Hall, 200 W. Grand, Haysville, Kansas 67060.
3. Applications shall be accompanied by a certified ownership list prepared by an abstract company giving the names and addresses, with zip codes, of property owners as specified below; and must also be accompanied by the signatures of all abutting property owners or their authorized agent. MAILING ADDRESSES SUBMITTED WITHOUT ZIP CODES WILL BE RETURNED TO THE APPLICANT.

Types of Vacation

- a. Plats or City Limit lines: Owners of all lots or parcels within the plat or tracts of land included in the application, and the owners of all land abutting the area to be vacated.
- b. Streets and alleys or any public right-of-way: All land abutting that proposed to be vacated; and if such vacation would leave a deadend street or alley, all those abutting the remaining segment of the street or alley.
- c. Easements: Owners of all lots or tracts on which the easement is located and owners of all lots or tracts which abut the easement to be vacated.
- d. Access and setbacks: All lots or tracts involved plus all lots and tracts on the opposite side of the street involved and if involving areas greater than one block in length, then owners of all lots and tracts in the next block. In the event of partial block, the balance of the block shall be included for notification purposes.

When the situation requires, the Planning Commission may require ownership lists for additional areas or reduce the above requirements.

4. Application for vacation must be accompanied by a filing fee in the amount of \$150.00 to defray the costs of proceedings.
5. A Planning Commission recommendation will not be placed on the agenda for hearing by the governing body until such time as:
 - a. All requirements made by the Haysville Planning Commission have been met by the applicant.
 - b. An ordinance (or resolution when necessary) for passage by the governing body, approved as to form by the City’s legal counsel, is submitted to the office of the Planning Commission.