



Right of Way Vacation Submittal Checklist



Project File Number: _____ Accepted By: _____

Project Name: _____ Date: _____

Applicant / Staff Verify

- ___ / ___ Completed Type V Application
- ___ / ___ Description of the right-of-way to be vacated
- ___ / ___ Survey of right-of-way to be vacated
- ___ / ___ Vicinity map
- ___ / ___ Plat map prepared and sealed by a Professional Land Surveyor
- ___ / ___ Legal Description of the portion of the road to be vacated
- ___ / ___ Names and signatures of at least two-thirds by frontage of the property abutting the portion of the right-of-way proposed to be vacated
- ___ / ___ Justification of why you want the road vacated
- ___ / ___ Fees collected

If the application is approved, the City Council shall vacate the right-of-way by ordinance. The ordinance of vacation may provide that the vacation shall not become effective until owners of property abutting the vacated right-of-way compensate the City. The ordinance enacted to vacate the right-of-way shall be recorded with Snohomish County.

If any street or alley in any city or town is vacated by the city or town council, the property within the limits so vacated shall belong to the abutting property owners, one-half to each.