

## Street/Alley Vacation Procedures

(Chapter 433 of the Minneapolis Code of Ordinances)

### Requirements

You may petition the Minneapolis City Council to relinquish (vacate) the City easement rights to any public right of way. There is a \$300.00 non-refundable fee for each street or alley to be vacated and the procedure will take approximately 3 months. The following items are required in order to process your application:

- 1) Completed application form (see next page)
- 2) Check payable to: Minneapolis Finance Department in the amount of \$300.00 for **each** street or alley being vacated.
- 3) Detailed map on 8½" X 11" paper showing the street/alley to be vacated with all adjacent properties and rights of way being shown. City of Minneapolis staff will use the detailed map of the area being vacated to create a mailing list and a set of mailing labels for notification purposes.
- 4) Plan showing proposed use of the vacated area.
- 5) Complete legal descriptions of all adjacent properties, indicating whether the title is Abstract or Torrens and the Torrens certificate numbers.

Submit the above items to:

#### Minneapolis City Clerk's Office

350 South 5th Street Room 304  
Minneapolis, MN 55415-1382

Your petition will be reviewed by a variety of City agencies as well as various Public and Private Utility Companies. After review by these agencies, a public hearing will be conducted by the Minneapolis Planning Commission which will make a recommendation to the City Zoning and Planning Committee.

**Questions regarding the processing of your application may be directed to the City Planning Department at 673-2297.**

**Questions regarding existing public right of way may be directed to Public Works Right of Way at 673-2428.**

### Important Information

**Ownership of vacated right of way:** The City makes no representation as to who will obtain ownership of the vacated land. The petitioner is responsible for obtaining any title searches or title insurance.

**Partial vacation request:** The City does not permit the creation of dead-end or "stub" streets and alleys. For any partial vacation, the petitioner is responsible for developing an alternate route or creation of a cul de sac before approval of the petition to vacate.

**Utility easements:** The City may reserve public or private utility easements within the vacated property. This may affect building construction over all or part of the land.

**Rerouting utilities:** The petitioner will pay all costs of relocating any public and private utilities within the right of way if the petitioner does not want the City to reserve utility easements.

**Future use:** The petitioner must inform the City of any planned development of the vacated right of way in order to insure that those plans will not conflict with reserved utility easements or remaining right of way.

**Application for Vacation of a Public Right Way**

Applicant name:

Applicant phone:

Address:

City:

State:

ZIP code:

Contact name:

Contact Phone:

Contact Email:

Applicant signature:

Date:

**Right-of-Way Information**

Describe right-of-way to be vacated:

Lot(s):

Block(s):

Addition(s):

Reason for vacation:

Future use of vacation land:

**Office use only:**

Ward:

Atlas plate:

Zoning plate:

Vacation number:

**Please make sure you have included the application fee and 8½" X 11" map.****Submit application to:** Minneapolis City Clerk's Office, 350 South 5th Street Room 304 Minneapolis, MN 55415-1382.