



**COMMUNITY AND ECONOMIC  
DEVELOPMENT DEPARTMENT**  
220 East Morris Avenue, Suite 200  
South Salt Lake City, Utah 84115  
(801) 483-6011 telephone  
(801) 483-6060 fax  
[www.southsaltlakecity.com](http://www.southsaltlakecity.com)

---

## PETITION TO VACATE PUBLIC RIGHT OF WAY

We, the undersigned owners of the real property abutting the public right of way in question, do hereby petition the City of South Salt Lake to vacate the following:

Description of the area to be vacated:

---

---

---

---

We understand that the vacated area would remain as a Public Utility Easement in its entirety. We further understand that the property would become a part of the adjacent property(s) which abut(s) the vacated right of way in the following manner:

Description of ownership of property after vacation:

---

---

---

---

### PETITIONER INFORMATION:

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

Address: \_\_\_\_\_

Phone(s): \_\_\_\_\_

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

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

Address: \_\_\_\_\_

Phone(s): \_\_\_\_\_

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

---

-----**FOR CITY USE ONLY**-----

Staff Assigned: \_\_\_\_\_

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

Date of Meeting: \_\_\_\_\_

**Fee Assessment:** \$500.00 plus survey and plat costs  
(if performed by the City)

Amount:  
Receipt #:  
Date Received:



**COMMUNITY AND ECONOMIC  
DEVELOPMENT DEPARTMENT**  
220 East Morris Avenue, Suite 200  
South Salt Lake City, Utah 84115  
(801) 483-6011 telephone  
(801) 483-6060 fax  
[www.southsaltlakecity.com](http://www.southsaltlakecity.com)

---

**ADDITIONAL PETITIONERS**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone # (s): \_\_\_\_\_

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

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone # (s): \_\_\_\_\_

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

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone # (s): \_\_\_\_\_

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

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone # (s): \_\_\_\_\_

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

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone # (s): \_\_\_\_\_

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

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone # (s): \_\_\_\_\_

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

*Provide attached and/or additional sheet if more property owners are a part of this application*



**COMMUNITY AND ECONOMIC  
DEVELOPMENT DEPARTMENT**  
220 East Morris Avenue, Suite 200  
South Salt Lake City, Utah 84115  
(801) 483-6011 telephone  
(801) 483-6060 fax  
[www.southsaltlakecity.com](http://www.southsaltlakecity.com)

### **PETITION TO VACATE CHECK OFF LIST:**

- 1. Complete application
- 2. Application fee
- 3. Two (2) copies of the proposed site plan on paper no larger than 11x17. Each plan submitted should represent the entire property and all proposed uses. Staff may request more specific information, but typical applications will require the following information. A drawing to the scale of 1" = 20' showing:
  - a) name and correct address of any proposed developments
  - b) location and name of the street(s)
  - c) property boundaries showing all property dimensions
  - d) locations, current uses and ownership of all abutting properties
  - e) location of driveway(s) should be clearly shown, with dimensions
  - f) proposed and existing parking areas, lighting, and landscaped areas
  - g) location of existing or proposed fences
  - h) plans for utility provisions
  - i) locations of existing or proposed accessory structures
  - j) locations of existing and proposed signs
- 4. a) A petition to vacate some or all of a public street, right-of-way, or easement shall include:
  - b) the name and address of each owner of record of land that is:
    - (i) adjacent to the public street, right-of-way, or easement; or
    - (ii) accessed exclusively by or within 300 feet of the public street, right-of-way, or easement; and
  - (c) the signature of each adjacent property owner who consents to the vacation.
- 5. Legal description of the Right-of-Way to be vacated. Right-of-way vacations may be recorded by legal description or plat. The requesting party may survey the property and provide a legal description or plat by a licensed surveyor or pay the City cost for surveying and providing the legal description or plat.
- 5. **MATERIALS FOR NOTIFICATION OF THE PUBLIC HEARING**
  - Submit a copy of the property owner's list from Salt Lake County Recorders office.
  - Submit a property ownership list printed on mailing labels from Salt Lake County Recorder's Office of all owners of record for each parcel that is accessed by the public street, right-of-way, or easement, any property owners within 600 feet of the portion of the public right-of-way that is proposed to be vacated, and all property owners whose property is in between the portion of the right-of-way to be vacated and the nearest

street intersection. List will include owner's property parcel I.D. number, name, and mailing address. (ask for the list from VAST 1665 and VAST 1667)

- The applicant must furnish plain white business envelopes, pre-stamped and addressed for each property owner to be noticed (do not put a return address on the envelopes).

\_\_6. Notification signage shall be posted on the property or land for which a petition to vacate a public right-of-way application is considered. Notice shall be posted as directed by the Department of Community and Economic Development and shall be clearly visible from the right-of-way. The sign(s) shall be provided to the applicant/agent by the City and shall be posted by the applicant/agent at least seven days prior to the scheduled public hearing or public meeting. Signage must be returned to the Department of Community and Economic Development after the public hearing or public meeting.

Revised 2/10/2017