



Planning, Economic Development & Tourism Vacation of ROW Requirements/Checklist

The following must be provided with each plat vacation application:

- Completed Application for Plans, Plats and Vacation of ROW, Easement & Subdivision Plat
- Review fee (see Fee Schedule on Application Form)
- Signed Owner's Agent Form, if the plat is not being submitted by the owner.
- A letter to County Engineer stating the reason for the request.
- Completed Vacation of ROW fillable forms:
 - Petition
 - Resolution
 - Quitclaim Deed
- New survey plat (8 ½ x 14) and field notes.
- Approval or concurrence with the request by all adjacent and abutting property owners.
- A copy of all deeds and recorded documents related to this property.

Applications which do not include all of the aforementioned requirements will be returned to the applicant.