

CITY OF JAMESTOWN  
102 3<sup>RD</sup> AVENUE SE  
JAMESTOWN, NORTH DAKOTA

GUIDELINES FOR REQUESTING  
VACATION OF STREET, ALLEY OR RIGHT-OF-WAY

A request to vacate a street, alley, or right-of-way requires the following:

1. Completion of the attached application form (2 pages).
2. Payment of the established application fee which must be submitted with the signed application form. (Applicant will be billed for any city costs in excess of the application fee.)
3. The City Auditor, upon receipt of a completed application (2 pages) for the vacation and collection of the application fee, will publish notice of a public hearing to be held at the first regularly scheduled City Council meeting possible to comply with the public notice requirements. (Notice must be published once each week for four (4) weeks with the public hearing held no sooner than 30 days from the first publication.)
4. The public hearing must be held prior to action by the City Council.
5. Upon approval of a resolution for vacation, the City Auditor shall file the Resolution of Vacation with the Stutsman County Recorder's Office and publish said Resolution one time.

CITY OF JAMESTOWN  
102 3<sup>RD</sup> AVENUE SE  
JAMESTOWN, NORTH DAKOTA 58401

TELEPHONE: (701) 252-5900

FAX: (701) 252-5903

APPLICATION FOR REQUESTING VACATION OF STREET, ALLEY or RIGHT-OF-WAY

APPLICATION FEE: \$200.00 (MUST BE SUBMITTED WITH APPLICATION)

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1. NAME OF APPLICANT \_\_\_\_\_

2. MAILING ADDRESS \_\_\_\_\_

CITY

STATE

ZIP CODE

3. BUSINESS PHONE NO. \_\_\_\_\_ HOME PHONE NO. \_\_\_\_\_

4. CURRENT LEGAL DESCRIPTION OF STREET, ALLEY or RIGHT-OF-WAY REQUESTED TO BE VACATED: (Please attach a map indicating said area)

5. SIGNATURE OF ALL PROPERTY OWNERS ABUTTING THE AREA TO BE VACATED:

PROPERTY OWNER SIGNATURE

LEGAL DESCRIPTION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant

.....  
CITY HALL USE ONLY

Date Application Received: \_\_\_\_\_

Received by: \_\_\_\_\_

Application Fee Received: \_\_\_\_\_ Yes \_\_\_\_\_ No

CITY COUNCIL

Publication Date: \_\_\_\_\_

Public Hearing Date: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Date Denied: \_\_\_\_\_

Date Resolution Filed: \_\_\_\_\_

Date Resolution Published: \_\_\_\_\_

