

CITY OF JAMESTOWN  
102 3RD 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. 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 request 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 Register of Deeds Office at the Court House and publish said Resolution one time.

CITY OF JAMESTOWN  
102 3RD 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
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3. BUSINESS PHONE NO. \_\_\_\_\_ HOME PHONE NO. \_\_\_\_\_

4. LEGAL DESCRIPTION OF STREET, ALLEY OR RIGHT-OF-WAY REQUESTED TO BE VACATED: \_\_\_\_\_  
\_\_\_\_\_

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

<u>PROPERTY OWNER SIGNATURE</u>	<u>LEGAL DESCRIPTION</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_.

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

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CITY HALL USE ONLY

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

CITY COUNCIL

Publication Dates: \_\_\_\_\_  
Public Hearing Date: \_\_\_\_\_  
Date Approved: \_\_\_\_\_  
Date Denied: \_\_\_\_\_  
Date Resolution Filed: \_\_\_\_\_  
Date Resolution Published: \_\_\_\_\_

THIS PAGE IS TO BE ATTACHED AND MADE A PART OF APPLICATION  
FOR REQUESTING VACATION OF STREET, ALLEY OR RIGHT-OF-WAY

STATE OF NORTH DAKOTA )  
COUNTY OF STUTSMAN )

I, \_\_\_\_\_, being first duly sworn, state on information and belief that I am familiar with the above and forgoing Petition for Vacation, that I know each of the individuals who have signed the petition and believe them to be all the owners of the property adjacent to alley/street/right-of-way to be vacated.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Petitioner

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(SEAL)

\_\_\_\_\_, Notary Public  
\_\_\_\_\_, County, ND  
My Commission Expires: \_\_\_\_\_