



## STREET VACATION PETITION SUBMITTAL CHECKLIST

The following information is needed in order for your petition to be submitted for review. Please read each item carefully and provide all applicable information.

- City of Shoreline Street Vacation Petition and Affidavit Form** (attached)
- Street Vacation Criteria** (attached)
- Critical Areas Worksheet** (attached)
- Site Plan:** Submit two (2) copies drawn to scale. The site plan is a graphical representation of your total property as seen from above. The site plan should be drafted to a professional standard acceptable for public review and provide the following information:
  - ◆ Graphic scale and north arrow
  - ◆ Name, address, and telephone number of the person who prepared the drawing, and a drafting date
  - ◆ Adjacent Property lines with dimensions, easements, and structures
  - ◆ Property Owners, Addresses, parcel numbers, and Zoning and Comprehensive Plan Designations of adjacent properties
  - ◆ Proposed Right-of-Way legal description to be vacated with adjoining streets, utilities and structures located in the Street
  - ◆ Centerline of adjacent streets, alleys or roads and their names
  - ◆ Existing contours, maximum two feet intervals. Contours should extend 100 feet beyond the edge of the street vacation
  - ◆ Location of any critical areas, drainage ways, wetland, streams, wildlife habitat, Geotechnical hazardous areas
  - ◆ Location of all significant trees.
- Reduced Drawings:** Submit two (2) sets of reduced drawings. These drawings shall be 8 ½ " X 11".
- Street Dedication History of Vacated Portion of Right of Way.**
- Submittal Fee:** \$4960 (\$124 hourly rate, 40 hour minimum), plus \$1902 for the public hearing. Land value appraisal costs may also be required  
Please note: Fees effective 01/01/05 and are subject to change.

**NOTE: Please be sure that all drawings are clear and information is legible. Number each Page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted.**