

Street/Alley Vacation Procedures

(Chapter 433 of the Minneapolis Code of Ordinances)

Requirements

You may petition the Minneapolis City Council to relinquish (vacate) the City easement rights to any public right of way. There is a \$300.00 non-refundable fee for each street or alley to be vacated. The procedure will take several months and requires a public hearing. The following items (at a minimum) will be required in order to process your application:

- 1) Completed application form (see next page)
- 2) Check payable to: Minneapolis Finance Department in the amount of \$300.00 for **each** street or alley being vacated.
- 3) Detailed map showing the street/alley to be vacated with all adjacent properties and rights of way being shown.
- 4) Plan showing proposed use of the vacated area.
- 5) Recordable legal description of area to be vacated as well as an exhibit showing the area. The final version of the description must be provided in MS Word format.
- 6) List the addresses of impacted properties and whether the title is recorded in Abstract or Torrens. Please include Torrens certificate numbers for applicable properties.
- 7) **Is the proposed vacation part of a larger site redevelopment?** Yes No
- 8) **If yes to #7, have you already submitted a site plan for review?** Yes No * *If no, the process will be delayed*
- 9) **If yes to #8, please provide the PLAN number**

Submit the above items to:

Minneapolis City Clerk's Office

350 South 5th Street Room 304
Minneapolis, MN 55415-1382

Your petition will be reviewed by a variety of City agencies as well as various public and private utility companies. After review by these agencies, a public hearing will be conducted by the Minneapolis Planning Commission which will make a recommendation to the City Business Inspections Housing & Zoning (BIHZ) Committee.

Questions regarding the processing of your application may be directed to the City Planning Department at 673-2402.

Questions regarding existing public right of way may be directed to Public Works Right of Way at 673-2428.

Important Information

Ownership of vacated right of way: The City makes no representation as to who will obtain ownership of the vacated land. The petitioner is responsible for obtaining any title searches or title insurance.

Partial vacation request: The City does not permit the creation of dead-end or stub streets or alleys. For any partial vacation, the petitioner is responsible for developing an alternate route or creation of a cul-de-sac before approval of the petition to vacate.

Utility easements: The City may reserve public or private utility easements within the vacated property. This may affect building construction over all or part of the land.

Rerouting utilities: The petitioner will pay all costs of relocating any public and private utilities within the right of way if the petitioner does not want the City to reserve utility easements.

Future use: The petitioner must inform the City of any planned development of the vacated right of way in order to insure that those plans will not conflict with reserved utility easements or remaining right of way.

Depending on the complexity of the right of way vacation, additional information may be required which will delay the process.

Application for Vacation of a Public Right Way

Applicant name:

Applicant phone:

Address:

City:

State:

ZIP code:

Contact name:

Contact Phone:

Contact Email:

Applicant signature:

Date:

Right-of-Way Information

Describe right-of-way to be vacated:

Lot(s):

Block(s):

Addition(s):

Reason for vacation:

Future use of vacated land:

Office use only:

Ward:

Atlas plate:

Zoning plate:

Vacation number:

Please make sure you have included the application fee and map of the area to be vacated.**Submit application to:** Minneapolis City Clerk's Office, 350 South 5th Street Room 304 Minneapolis, MN 55415-1382.