



STREET VACATION APPLICATION

See reverse side for more information regarding the permitting process and the materials required for a complete application.

NOTE: Must be accompanied by a DEVELOPMENT PERMIT APPLICATION form.

To be completed by Applicant

PROJECT SUMMARY

NAME OF RIGHT-OF-WAY TO BE VACATED: _____

Dimensions of right-of-way to be vacated

Width _____ feet

Length _____ feet

Total Area _____ square feet

Total length of parcel lot lines fronting the right-of-way _____ feet

ALL REQUIRED MATERIALS ATTACHED

Complete application per CBJ 49.15.404

Pre-Application Conference notes (if applicable)

Other submittals determined during the pre-application meeting

Narrative including:

Reasons for the street vacation

Existing use of the subject right-of-way

Proposed use of the subject right-of-way

How the proposed vacation is in the best interest of the public

How the proposed vacation will not negatively affect adjacent property or the neighborhood

Signed petition

Sketch plat (see CBJ 49.15.410)

-----DEPARTMENT USE ONLY BELOW THIS LINE-----

SUBDIVISION/PLATTING FEES				
	Fees	Check No.	Receipt	Date
Application Fees	\$ _____	_____	_____	_____
Pub. Not. Sign Fee	\$ _____	_____	_____	_____
Pub. Not. Sign Deposit	\$ _____	_____	_____	_____
Total Fee	\$ _____	_____	_____	_____

This form and all documents associated with it are public record once submitted.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

For assistance filling out this form, contact the Permit Center at 586-0770.

Case Number	Date Received

Street Vacation Application Information

Public way vacations are outlined in CBJ 45.15.404

Pre-Application Conference: A pre-application conference is highly recommended prior to submitting an application. The applicant will meet with City & Borough of Juneau (CBJ) staff to discuss the proposed development and the permit procedure. To schedule a pre-application conference, please contact the Permit Center at 586-0770 or via email at Permits@juneau.org.

Application: An application for a Street Vacation Permit will not be accepted by the Community Development Department (CDD) until it is determined to be complete. The items needed for a complete application are:

1. **Forms:** Completed Street Vacation Application, Petition, and Development Permit Application forms.
 - a. The Petition must be signed by the owners of the land fronting the portion of the street sought to be vacated. This petition is attached to the application.
2. **Fees:** The fee for a Street Vacation Application is \$500.00. Any development, work or use done without a permit issued will be subject to double fees. All fees are subject to change.
3. **Project Narrative:** A detailed narrative describing the project including items described on the previous page.
4. **Additional Items:** Each application packet must also include:
 - a. A copy of the existing plat showing the proposed alteration and changes in lot lines.

Document Format: All materials submitted as part of an application shall be submitted in either of the following formats:

1. Electronic copies in the following formats: .doc, .txt, .xls, .bmp, .pdf, .jpg, .gif, .xlm, .rtf (other formats may be preapproved by the Community Development Department).
2. Paper copies 11" X 17" or smaller (larger paper size may be preapproved by the Community Development Department).

Application Review & Hearing Procedure: Once the application is determined to be complete, the Community Development Department (CDD) will initiate the review and scheduling of the application. This process includes:

Review: The Community Development Department will evaluate the application for consistency with all applicable City & Borough of Juneau codes and adopted plans. Depending on unique characteristics of the permit request, the application may be required to be reviewed by other municipal boards and committees. During this review period, the Community Development Department also sends all applications out for a 15-day agency review period. Review comments may require the applicant to provide additional information, clarification, or submit modifications/alterations for the proposed project.

Hearing: All Street Vacation Applications must be reviewed by the Planning Commission. Once an application has been deemed complete and has been reviewed by all applicable parties the Community Development Department will schedule the requested permit for the next appropriate meeting.

Public Notice Responsibilities: As part of the Street Vacation permitting process, all permit requests must be given proper public notice as outlined in CBJ 49.15.230 which consists of the following:

The Community Development Department will give notice of the pending Planning Commission meeting and its agenda in the local newspaper a minimum of 10-days prior to the meeting. Furthermore, the Department will mail notices to all property owners within 500-feet of the project site.

The Applicant will post a sign on the site at least 14 days prior to the meeting. The sign shall be visible from a public right-of-way or where determined appropriate by CDD. Signs may be produced by the Community Development Department for a preparation fee of \$50, and a \$100 deposit that will be refunded in full if the sign is returned within seven days of the scheduled hearing date. If the sign is returned between eight and 14 days of the scheduled hearing \$50 may be refunded. The Applicant may make and erect their own sign. Please speak with the Community Development Department for more information.

After the Public Hearing:

Approval by the Planning Commission does not vacate a street. Information on how to finalize a street vacation will be included on an approved Notice of Decision.

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