



PLANNING, ZONING AND ADJUSTMENT BOARD
APPLICATION FOR VACATION OF RIGHT OF WAY

STAFF USE
File: VAC 2018- _____
P&Z Invoice: _____

Applicant's Name: _____

Mailing Address: _____ Zip: _____

Phone: _____ Cell: _____ E-mail: _____

Project Location: _____

Legal Description: _____

Description of Proposal: _____

Representative attending City Council meeting: _____

Signature of Applicant: _____
Signature Date

Please see attached meeting schedule. This is about an eight week process once the application is submitted.

Application Materials:

- LETTER TO COUNCIL: Submit a signed letter to the City Council requesting the vacation of the property. Describe your proposal in detail and explain why you are requesting the vacation.
NEIGHBORING PROPERTIES MAP: Submit a map identifying the property requested for vacation and all surrounding properties within 300' (excluding rights-of-way and alleys).
RECORD OF SURVEY AND LEGAL DESCRIPTION: Provide a written legal description of the property proposed for vacation.
NOTICE TO NEIGHBORING PROPERTIES: Using the attached template, send notice letters via certified mail to the owners of all properties within 300' of the property proposed for vacation.
PROOF OF NOTIFICATION: Along with the copy of the notice letter, submit the certified mail receipts (green slips) for the notices that were mailed to all property owners within 300' of subject property.
LEGAL NOTICE: Submit legal notice of the public hearing to the Cody Enterprise for printing one time no less than 15 days prior to public hearing date.
APPLICATION FEE: Provide the application fee at time of application.

Recording: The vacation is authorized by ordinance, which involves a public hearing and three readings before City Council. Typically the City Council requires payment for the vacated land, which value is based either on an appraisal or assessed land value of the adjacent property. If payment is required, it must be made prior to the vacation approval documents being signed by the mayor and recorded with the county clerk. The applicant must record the vacation of property documents at the courthouse, and pay any recording fee. The vacation will not be effective until such time as the recording occurs.

A complete application must be submitted to the Community Development Department according to the following schedule.

2018 SCHEDULE

Application Submittal Deadline 4 weeks before Council	Submit Legal Notice to Cody Enterprise Newspaper Before 10 a.m. on:	Newspaper Publication Date at least 15 Days before Public Hearing	Send Letter to Neighbors within 300' at least 13 Days Before Public Hearing	Public Hearing at Council Meetings
12/5	12/11	12/19	12/21	1/2
12/19	12/25	12/28	1/2	1/16
1/9	1/15	1/18	1/23	2/6
1/23	1/29	2/1	2/6	2/20
2/6	2/12	2/15	2/20	3/6
2/20	2/26	3/1	3/6	3/20
3/6	3/12	3/15	3/20	4/3
3/20	3/26	3/29	4/3	4/17
4/3	4/9	4/12	4/17	5/1
4/17	4/23	4/26	5/1	5/15
5/8	5/14	5/17	5/22	6/5
5/22	5/28	5/31	6/5	6/19
6/5	6/11	6/14	6/19	7/3
6/19	6/25	6/28	7/3	7/17
7/10	7/16	7/19	7/19	8/7
7/24	7/30	8/2	8/7	8/21
8/7	8/13	8/16	8/21	9/4
8/21	8/27	8/30	9/4	9/18
9/4	9/10	9/13	9/18	10/2
9/18	9/24	9/27	10/2	10/16
10/9	10/15	10/18	10/23	11/6
10/23	10/29	11/1	11/6	11/20
11/6	11/12	11/15	11/20	12/4
11/20	11/26	11/29	12/4	12/18

Per Ordinance 2015-01 – Enacted January 20, 2015 – P&Z Development/Application Fees – Due at the time of submittal.	
Vacation of Property	\$250.00

Letter to Neighboring Properties within 300 Feet

Please return this letter by: _____, 2018
(Date must be 1 week prior to the City Council Public Hearing.)

Date: _____

RE: **VACATION OF PROPERTY REQUEST**

Applicant Name(s): _____ Phone #: _____

Address/Location & Legal Description: _____

Description of Request: *(Please describe the location and purpose of the vacation of property.)* _____

A Public Hearing will be held before the Cody City Council at their regularly scheduled meeting on Tuesday _____, 2018 at 7:00 p.m. at City Hall Council Chambers, located at 1338 Rumsey Ave.

Letter from Neighboring Properties within 300 Feet

Dear City Council:

I am familiar with the proposal by _____
(Applicant Name)

who is requesting a Vacation of Property for the above referenced property.

I am the legal owner of _____ Owner's Name: _____
(Lot & block # or Address of Neighboring Property) (Neighboring Property)

I have NO OBJECTION to the requested vacation of property.

Name: _____

Mailing Address: _____

Comments: _____

If you would like to receive a copy of the Planning and Zoning Board agenda materials for this request, please provide your email address: E-mail address: _____

I OBJECT to the requested vacation of property:

Name: _____

Mailing Address: _____

Reason for Objection: _____

If you would like to receive a copy of the Planning and Zoning Board agenda materials for this request, please provide your email address: E-mail address: _____

Please return to:

City of Cody, Attention: Community Development
PO Box 2200
Cody, WY 82414

LEGAL NOTICE TEMPLATE

Publish Date: _____

PUBLIC HEARING
VACATION OF PROPERTY REQUEST

The City of Cody will hold a public hearing on _____ at _____ p.m. or as soon thereafter as practical at
1338 Rumsey Avenue, in Cody City Council Chambers to consider a request from _____
(Date) (Time) (Applicant Name)
for a vacation of property located at _____
(Address & Legal Description)

Insert map depicting location of property to be vacated.

Information regarding the requested vacation of property is available from the Community Development Department in City Hall or by calling 307-527-7511.

Written comments shall be directed to the Administrative Services Director, PO Box 2200, Cody, WY 82414 and must be received prior to the date and time of the public hearing. Everyone is welcome to comment. If hearing assistance is needed, please call 24 hours in advance: 527-7511.