



Vacation Application Process *(At a minimum this process takes 60 days.):*

1. Complete application and submit application at least 10 days prior to the City Council meeting. (Meetings are held the second Monday of the month.) As a part of the application adjacent property owners must be notified and the forms attached to the application must be completed by each adjacent owner or utility involved.
2. Once the application is submitted a resolution will be presented at the next City Council meeting to set a public hearing date for the vacation request. The entity requesting the vacation should be present at the City Council meeting.
3. The City will publish an ad in the paper designating the Public Hearing date and time.
4. At the meeting designated for the public hearing, the City Council will hear any citizen comments about the vacation issue. Also on this meeting agenda will be an ordinance to vacate the easement. The entity requesting the vacation should be present at this City Council meeting also.



Vacation Application

Please fill this form out completely supplying all necessary information and documentation to support your request.

Property owner/Applicant:

Name: _____

Address: _____

City, State, Zip: Farmington, AR 72730 _____

Phone: _____ Email _____

Applicant/Representative: I certify that the foregoing statements and answers herein made; all data, information and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of the application and determination of approval. I understand there may be conditions on approval.

Signature Date:

Property Owner/Authorized Agent: I certify that I am the owner of the subject property of this application and that I have read this application and consent to its filing. (If signed by authorized agent a letter from the property owner must accompany this application, indicating the agent is authorized to act on the owners behalf.)

Signature Date:

Requested Vacation (circle all that apply):

- Street
- Alley
- Easement

Please Include:

- Legal Description of the property (may be attached as exhibit "A"):
- Complete the attached form for each adjacent property owner or utility involved.
- Description of what is being requested (attach survey):

**ADJACENT PROPERTY OWNER NOTIFICATION
FORM FOR RIGHT- OF- WAY, ALLEY, AND EASEMENT VACATION REQUESTS**
(One form must be completed for each adjacent property owner or utility provider)

Date: _____

Address / location of vacation request: _____

Adjacent property address: _____

I have been notified of the petition to vacate the following (*alley, easement, and/or right-of-way*), described as follows: (*Include legal description and graphic representation of what is being vacated*)

ADJACENT PROPERTY OWNERS COMMENTS (please check one):

I have been notified of the requested vacation and decline to comment.

I **do not object** to the vacation described above.

I **do object** to the requested vacation because:

Name of Adjacent Property Owner (*printed*) _____

Signature of Adjacent Property Owner _____