



**City of Maplewood**  
*Community Development Department*  
1830 County Road B East | Maplewood, MN 55109  
(651) 249-2300 | [www.MaplewoodMN.gov](http://www.MaplewoodMN.gov)

**Fee: \$1,200**

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## **PUBLIC VACATION FILING REQUIREMENTS**

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Please email the following upon submission of your online application unless waived by the Community Development Director. Applications will not be deemed complete until all supporting documentation and payment have been submitted:

1. [Property Owner Authorization form](#) (if the application is submitted by someone other than the property owner).
2. Adobe.pdf file of all application documents in 8 ½" x 11" size.
3. A written statement explaining your reasons for requesting this vacation and why there is no public need for the street, alley, or easement.
4. An application fee of \$1,200 and a County Recording fee \$46 to pay for recording a City resolution)
  - Payment by credit card can be made upon submission of the online application (a 2.5% convenience fee applies). If you choose not to pay by credit card you may select 'Pay Later' and submit the application; however, a check payment must be submitted to the address above to complete the application.
  - **The application fee is non-refundable.** The recording fee is refundable if the City Council denies your application.
5. A map that shows the exact area you want to be vacated. This map shall include all utilities in the area proposed for vacation.
6. A signed copy of the attached Public Vacation petition. The City considers a husband and wife to be individual owners if they are both listed as property owners.
  - If a majority of the abutting property owners sign the petition, the City Council may approve the vacation by a majority vote.
  - Without this petition, the Council may only approve the vacation, with at least four of the five members voting to approve the vacation.

### **NOTES**

Try to discuss your proposal with any other property owners that abut the street, alley or easement before you submit a formal application. Any conflicts that you can resolve ahead of time will make it easier and faster for the City to process your application.



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## **PUBLIC VACATION PROCEDURE**

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1. Submit the application using the Accela Citizen Access (ACA) portal at [www.maplewoodmn.gov/ACA](http://www.maplewoodmn.gov/ACA). all supplemental documents should be e-mailed directly to one of the city staff, listed below
2. Once the City considers your application(s) complete, it may take 60 to 120 days to process.
3. City Staff will schedule a public hearing with the Planning Commission. The Planning Commission meets on the third Tuesday of the month at 7 p.m.
4. The Planning Commission will make a recommendation to the City Council.
5. City Staff will schedule a public meeting with the City Council. The City Council will make the final decision.
6. City staff will notify you of all meetings.

**Michael Martin, AICP**  
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