



**CITY OF GREEN RIVER
Right-of-Way
Vacation Application**

City Use Only:

Date Received _____ File Number: _____

Payment Information: Amount Received: _____ Received by: _____

Cash or Check Number: _____ Receipt Number: _____

Date Certified as Complete Application: _____ By: _____

A. PROPERTY ADDRESS(ES): _____

(NOTE: List the addresses (if no addresses, legal description) of all properties abutting the proposed vacation)

B. CONTACT INFORMATION:

NOTE: The City of Green River will only send correspondence to the names and mailing addresses provided on this application. Attach a separate sheet if necessary.

Petitioner/Owner Information: Name: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____ Fax Number: _____

Additional Petitioners/Owners: ATTACHED A SEPARATE SHEET IF NECESSARY

Name: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____ Fax Number: _____

Licensed Surveyor Information: Name: _____

Company Name: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____ Fax Number: _____

C. ANSWER THE FOLLOWING ON THE SPACE PROVIDED (if applicable):

1. Describe the city-owned right-of-way you proposed to be vacated. If necessary, attach a separate sheet of paper.

2. Describe the proposed use of the property if/when the vacation is approved.

3. List the names/addresses of other persons whose property directly abuts to the property proposed for the vacation that are not included in this petition (if any). **Note: In accordance with Wyoming State Statutes, property to be vacated must be SPLIT EQUALLY between adjacent property owners.**

D. SUBMITTAL REQUIREMENTS:

The following items are required for submitting a complete Vacation Application. An incomplete application will not be reviewed and will be returned to the petitioner.

- Completed application signed by all petitioners.
- Filing Fee (\$200.00).
- 1 Full-size preliminary drawing, drawn to scale, showing the area proposed to be vacated.
- Prior to Scheduling for City Council:
 - o A metes and bounds legal description and survey of each tract of land to be vacated shall be provided by the petitioner's licensed surveyor. The cost of such survey and legal descriptions is the responsibility of the petitioner(s). The legal descriptions shall be provided electronically to the City of Green River prior to scheduling the vacation for City Council public hearing.

E. REVIEW PROCESS:

For questions regarding the process, please contact the Green River Community Development Department at 307-872-6140.

- 1) Once a completed application is received, approximately 7-10 days after submittal, a Development Review Committee (DRC) meeting will be held to discuss the application. It is required that the applicant or a representative attend this meeting. DRC meetings are typically scheduled on Thursday at 2:00 pm. Meeting Notice will be emailed stating the time, date and location of the meeting. Notices will be sent only to those listed on this application.
- 2) Departments/Agencies invited to the DRC meeting will have until the Monday after the DRC Meeting to submit comments. The Community Development Department will compile all of the submitted comments into a DRC Summary Report, which is then emailed to those listed on the application and the commenting departments/agencies.
- 3) After the DRC Meeting, the petition is scheduled for review by the Planning and Zoning Commission. The Planning and Zoning Commission meets on the second Wednesdays of the month at 6:30 p.m. The petitioner(s)

is(are) required to attend the meeting. At a minimum of seven (7) days prior to the Planning and Commission Meeting, the Community Development staff shall contact by letter all property owners within 200 feet of the proposed area to be vacated. For your convenience, the Community Development Department will obtain the list of affected property owners.

- 4) Following Planning & Zoning Commission review and recommendation of the proposed Vacation request, the applicant must submit to the Community Development Department a legal description and survey for each tract of land to be vacated. This may be done at any time prior to this step, however, be advised that the application will not be scheduled for City Council review until the legal description and survey is received by the Community Development Department.
- 5) Following receipt of the legal description(s) and survey, Community Development staff will prepare a Resolution to present to the City Council to declare the City 's intent to vacate the property and to set a date for a public hearing before the City Council. The City Council will consider the Intent to Vacate Resolution at a regularly scheduled meeting (1st or 3rd Tuesday of the month, 7:00 p.m.)
- 6) A City Council public hearing will be held. At the same meeting, the City Council will take action on the Resolution vacating and transferring the property by quitclaim deed.
- 7) The quitclaim deed(s) will then be forward to Sweetwater County for recording.

F. SIGNATURE REQUIRED:

I acknowledge that I have read and understand this Vacation Application. I certify that the information provided with this application is true and correct and false or inaccurate information used by an applicant to secure a Vacation shall be reason to deny the request. I understand that it the responsibility of the developer and/or property owner to secure any and all required Local, Federal and State Permits (i.e. DEQ permits, County Permits, etc.) and I agree to contact those agencies accordingly.

Signature of Petitioner/Owner _____ Date _____

Property Address _____

Additional Petitioners/Owners: ATTACHED A SEPARATE SHEET IF NECESSARY

Signature of Petitioner _____ Date _____

Property Address _____

Signature of Petitioner _____ Date _____

Property Address _____