



CITY OF BRIDGETON ~ DEPARTMENT OF PUBLIC WORKS
12355 NATURAL BRIDGE ROAD, BRIDGETON, MO 63044
TEL. (314) 739-7665 FAX (314) 739-3456 WWW.BRIDGETONMO.COM

For office use only:
 Application No. _____

APPLICATION TO VACATE A PUBLIC STREET (EASEMENT OR RIGHT-OF-WAY)

The purpose of Municipal Code Section 535 is to provide a procedure for an individual or corporation to petition for the vacation of a public street within the City of Bridgeton. Such streets should be found to be unnecessary and to serve no public purpose

I. PUBLIC STREET TYPE

Check (v) all applications that apply:

Easement

Right-of-Way

II. APPLICANT INFORMATION

Petitioner's Name: _____ Telephone/Email: _____

Address: _____

City: _____ State: _____ Zip: _____
(Attach additional sheets as necessary)

Applicant/Agent: _____ Telephone/Email: _____
 (If other than owner(s))

Address: _____

City: _____ State _____ Zip: _____

III. PROPERTY INFORMATION

Project Name: _____

Address or Location: _____

IV. SUBMITTAL REQUIREMENTS

- 1) Complete application and \$350.00 fee.
- 2) A written narrative (maximum of 1-2 pages) describing the reasons why such vacation is necessary and the anticipated impact of such vacation on adjacent lands.
- 3) One (1) copy of a metes and bounds legal description of the area to be vacated.
- 4) Three (3) copies of the vacation plat prepared in accordance with the provisions of Chapter 535 of the City Code of Ordinances (Streets, Sidewalks, Public Works Regulations).
- 5) One (1) copy of the vacation plat reduced to 8½" x 11" and one (1) digital copy in PDF format.
- 6) Written releases of all entities, both public and private, of their right to the easement or right-of-way being petitioned for vacation.

Notes: Incomplete applications and plats not meeting referenced regulations will not be forwarded to the Planning & Zoning Commission for review.

2019 PLANNING & ZONING COMMISSION CALENDAR

<u>Filing Deadline (5:00 p.m.)</u>	<u>Meeting Date (7:00 p.m.)</u>
December 3, 2018	January 14, 2019
December 17, 2018	January 28
January 14	February 11
January 28	February 25
February 11	March 11
February 25	March 25
March 11	April 8
March 25	April 22
April 15	May 13
May 6	June 10
May 20	June 24
June 10	July 8
June 24	July 22
July 8	August 12
July 22	August 26
August 12	September 9
August 26	September 23
September 9	October 14
September 23	October 28
October 21	November 25
November 4	December 9
November 18	December 23
December 9	January 13, 2020
December 23	January 27, 2020

APPLICATION PROCEDURE

- 1) Prior to submitting an application the applicant is urged to meet with the Planning & Zoning Officer to discuss the proposal, review the procedures, and obtain the appropriate application form and procedure guidelines.
- 2) Planning & Zoning Commission hearing and review
 - a) The Commission will receive and hold a public meeting on the application.
 - b) Notification of the hearing will be sent by Certified Mail to surrounding property owners within 185 feet and relevant agencies (e.g. Utilities, fire district, etc.).
 - c) Commission normally makes a recommendation to City Council at the next regularly scheduled meeting, but may take action on the night of the hearing if all member questions and/or concerns are satisfied.
- 3) If no action is taken by the Commission within 80 days of the filing date or such additional period of time as may be agreed to by the applicant, the application shall be considered as being approved by the Commission as submitted.
- 4) City Council hearing and review
 - a) The City Council will consider the Commission's recommendation at a public hearing held immediately prior to a regular Council meeting. Council meetings are held on the first and third Wednesday each month, and a notice of the public hearing must appear in a newspaper of general circulation at least 15 days prior to the meeting date.
 - b) Council normally takes final action on the application at the next regularly scheduled meeting, but may delay action if members' questions and/or concerns have not been satisfied.

For any related questions, please contact Planning & Zoning at 314-739-7665.