



# BAKER CITY PLANNING DEPARTMENT

P.O. Box 650, Baker City, OR 97814-0650

541-524-2054

www.bakercity.com

## REQUEST FOR VACATION OF A PUBLIC RIGHT-OF-WAY

App. No. _____
City Planning: 101-100-4100701
Received by: _____
Date Received: _____

APPLICANT			PROPERTY OWNER(S)		
Last Name	First	MI	Last Name	First	MI
Mailing Address			Mailing Address		
Physical Address			Physical Address		
City	State	Zip	City	State	Zip
Telephone			Telephone		
Email			Email		

### RIGHT-OF-WAY INFORMATION

Name of Right-of-Way: \_\_\_\_\_

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Zone: \_\_\_\_\_ Overlay: \_\_\_\_\_

### SUBMISSION REQUIREMENTS

1. Original **APPLICATION FORM** signed by all required abutting property owners, city departments and utility companies. Multiple forms may be used if necessary.
2. **MAP** showing right-of-way to be vacated and surrounding area
3. It is the applicant's responsibility to demonstrate the vacation request **MEETS THE FOLLOWING STANDARDS:**
  - a. Right-of-way not needed for:
    - i. Access to abutting properties
    - ii. Proper traffic circulation now or in the future
    - iii. Current or future utility routing
  - b. Vacation not in conflict with Comprehensive Plan

## **PROCEDURE**

1. Complete petition, which includes the following information:
  - a. Map showing right-of-way to be vacated and affected area
  - b. Purpose of vacation
  - c. Notarized signature of consent of all property owners abutting right-of-way to be vacated
  - d. Signed consent of all utility companies operating within city limits
  - e. Signed consent of City Public Works Department
  - f. Signed consent of City Fire Department
  - g. Signed consent of City Police Department
2. File petition with Planning Department (including fee – see current City fee schedule)
3. Planning Department files petition with the Planning Commission and holds public hearing within 45 days
4. Planning Department sends certified notices of hearing to all persons owning property within 250 feet of right-of-way to be vacated and publishes public hearing notice with media
5. Planning Commission recommends granting or denying the request to the City Council
6. City Council must pass ordinance to grant vacation (minimum of two City Council meetings to do so)
7. Title to vacated right-of-way vests in abutting owners
8. City Recorder sends vacation ordinance to County for recording and processing

# PETITION FOR STREET OR ALLEY VACATION

Petitioner: \_\_\_\_\_

Address: \_\_\_\_\_

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Procedure: File Petition with City Planning Department after obtaining consent of all abutting property owners and consents from all utility companies (Baker Sanitary Service, Charter Communications, Cascade Natural Gas, Century Link, OTEC, EONI, etc.), the Baker City Fire, Police and Public Works Departments

Street or Alley to be Vacated: \_\_\_\_\_

Present Condition of Street or Alley: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PLEASE ATTACH MAP SHOWING AREA TO BE VACATED

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Reason for Street or Alley Vacation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Petitioner(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# CITY DEPARTMENT CONSENT FOR VACATION

City Department: BAKER CITY PUBLIC WORKS DEPARTMENT

Representative: \_\_\_\_\_

Address: \_\_\_\_\_

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Petitioner: \_\_\_\_\_

Address: \_\_\_\_\_

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Street or Alley to be Vacated: \_\_\_\_\_

Approved

Denied

Approved with Conditions: \_\_\_\_\_

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Other Comments: \_\_\_\_\_

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# CITY DEPARTMENT CONSENT FOR VACATION

City Department: BAKER CITY POLICE DEPARTMENT

Representative: \_\_\_\_\_

Address: \_\_\_\_\_

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Petitioner: \_\_\_\_\_

Address: \_\_\_\_\_

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Street or Alley to be Vacated: \_\_\_\_\_

Approved

Denied

Approved with Conditions: \_\_\_\_\_

Other Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# CITY DEPARTMENT CONSENT FOR VACATION

City Department: BAKER CITY FIRE DEPARTMENT

Representative: \_\_\_\_\_

Address: \_\_\_\_\_

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Petitioner: \_\_\_\_\_

Address: \_\_\_\_\_

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Street or Alley to be Vacated: \_\_\_\_\_

Approved

Denied

Approved with Conditions: \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

Other Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ABUTTING PROPERTY OWNERS CONSENT FOR VACATION

Property Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

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Petitioner: \_\_\_\_\_

Address: \_\_\_\_\_

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Street or Alley to be Vacated: \_\_\_\_\_

**NOTE:** *Property owner(s) signature(s) must be provided in front of a Notary*

State of OREGON  
County of BAKER

On \_\_\_\_\_, \_\_\_\_\_, personally appeared before me the above-named \_\_\_\_\_

and acknowledged the foregoing instrument to be \_\_\_\_\_ voluntary act and deed.  
(his/her/their)

\_\_\_\_\_  
Notary Public – State of Oregon

## ABUTTING PROPERTY OWNERS CONSENT FOR VACATION

Property Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

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Petitioner: \_\_\_\_\_

Address: \_\_\_\_\_

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Street or Alley to be Vacated: \_\_\_\_\_

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Notary Public – State of Oregon

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Property Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

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Petitioner: \_\_\_\_\_

Address: \_\_\_\_\_

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Notary Public – State of Oregon

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Notary Public – State of Oregon

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(his/her/their)

\_\_\_\_\_  
Notary Public – State of Oregon

# UTILITY COMPANY CONSENT FOR VACATION

Utility Company: \_\_\_\_\_

Representative: \_\_\_\_\_

Address: \_\_\_\_\_

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Petitioner: \_\_\_\_\_

Address: \_\_\_\_\_

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Street or Alley to be Vacated: \_\_\_\_\_

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Approved

Denied

Approved with Conditions: \_\_\_\_\_

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Other Comments: \_\_\_\_\_

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# UTILITY COMPANY CONSENT FOR VACATION

Utility Company: \_\_\_\_\_

Representative: \_\_\_\_\_

Address: \_\_\_\_\_

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Petitioner: \_\_\_\_\_

Address: \_\_\_\_\_

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Street or Alley to be Vacated: \_\_\_\_\_

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Approved

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Petitioner: \_\_\_\_\_

Address: \_\_\_\_\_

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Approved with Conditions: \_\_\_\_\_

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Other Comments: \_\_\_\_\_

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Representative: \_\_\_\_\_

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Other Comments: \_\_\_\_\_

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Representative: \_\_\_\_\_

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Petitioner: \_\_\_\_\_

Address: \_\_\_\_\_

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Street or Alley to be Vacated: \_\_\_\_\_

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Other Comments: \_\_\_\_\_

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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