



STREET/ALLEY VACATION APPLICATION

This application packet is designed to obtain the information necessary to allow the Town of Wilbur to make a well-informed decision regarding your request to vacate a street or alley. Please refer to the attached application checklist to determine the materials which must be submitted to complete your application. All application materials are public information.

You are encouraged to meet with the Public Works Supervisor before submitting an application to discuss your proposal and obtain guidance or determine its feasibility.

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- The information provided by the Public Works Department and Office Staff is advisory only and based on information provided by the applicant. A final decision on a street/alley vacation request can only be made, after public comment and hearing, by the Town Council.
 - The applicant filing for a street/alley vacation is responsible to coordinate with any other property owner who signed the petition in meeting the requirements imposed by Town Council, such as monetary compensation, easements, etc. All requirements must be fulfilled before the Ordinance granting the Vacation is signed by the Mayor and recorded with Lincoln County Auditor.
 - If any time prior to the Public Hearing, 50 percent or more of all the owners of property abutting the street, alley or part thereof, or underlying the easement or part thereof, to be vacated file a written objection to the vacation with the Town of Wilbur, the Town Council may not hold a public hearing or grant the vacation.
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Upon verification that all documentation is complete, copies of the vacation request will be given to Public Works, Emergency Services and Office Staff for review. Incomplete applications shall be returned for correction prior to processing the request.

Payment in the form of check in the amount of \$100.00 non-refundable processing fee, in addition to the current Lincoln County Auditor recording fee, must be included with the application. Only the recording fee is refundable if the vacation request is denied.

Assuming there are no initial objections, the vacation request will be placed on the next available Town Council Agenda for a Resolution to Set a Public Hearing. Town Council normally meets the first and third Tuesdays of each month. The Public Hearing date will take place not more than sixty days or less than twenty days after passage of such Resolution.

The Town Clerks will notify all abutting property owners, publish a Public Hearing Notice in the Wilbur Register and post notice of the Hearing on the property under consideration, as well as three other public areas.



Town of Wilbur • 14 NW Division • Wilbur, WA 99185 • 509-647-5821

PETITION TO VACATE A STREET, ALLEY OR PUBLIC EASEMENT

Name of Person Filing Petition (Applicant): _____

Address (Physical and Mailing): _____

Email Address: _____

Phone: _____

Legal Description and Address of Street, Alley or Public Easement to be Vacated:

Tax Parcel Number: _____

Size of Street, Alley or Public Easement to be vacated (in square feet): _____

Will the vacation result in any parcel of land being denied direct access? If so, please describe:

How is the vacation in the public or town interest? _____
