



STREET/ALLEY VACATION APPLICATION CHECKLIST:

The following is a list of materials which must be submitted with your application. Consult with the Town Clerks and Public Works Department if you have questions. Please do not submit the application until each item is checked off. Town Council will not set a Public Hearing date until the application materials are complete. **Return this checklist with application.**

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- Met with Public Works Supervisor to discuss application
 - Petition form completed and signed by applicant
 - Petition form signed by neighboring property owners
 - Statement of why the vacation is in the public interest
 - Statement explaining if any property will be denied access because of vacation
 - Legal description of the street, alley or easement to be vacated
 - Map or overhead photo of the street, alley or easement to be vacated and surrounding area with property lines clearly marked
 - Signed agreement to pay all costs associated with Vacation Request.
 - Check to the Town of Wilbur for Processing and Recording Fees