



### PETITION PROCESS

For both residential and commercial property owners, vacating an unused or un-needed street, alley or other public right-of-way can be an option. If your property is adjacent to an unused street, you may want to consider a street vacation.

#### The Application:

- Petition must be signed by 2/3% or more of the property owners of the frontage bordering the right-of-way to be vacated. However, it is recommended that you obtain 100% of the bordering owner's signatures.

#### Land Assessed Value:

- Land assessment falls into two categories. The dollar value will be based on the unimproved land value of the adjoining property as determined by the Lewis County Assessor's Office. This must be paid prior to recording the city ordinance vacating the street.
  - Right-of-Way that has been dedicated less than 25 years is charged ½ of the assessed value.
  - Right-of-Way that has been dedicated more than 25 years the full assessed value will be charged.

#### Review:

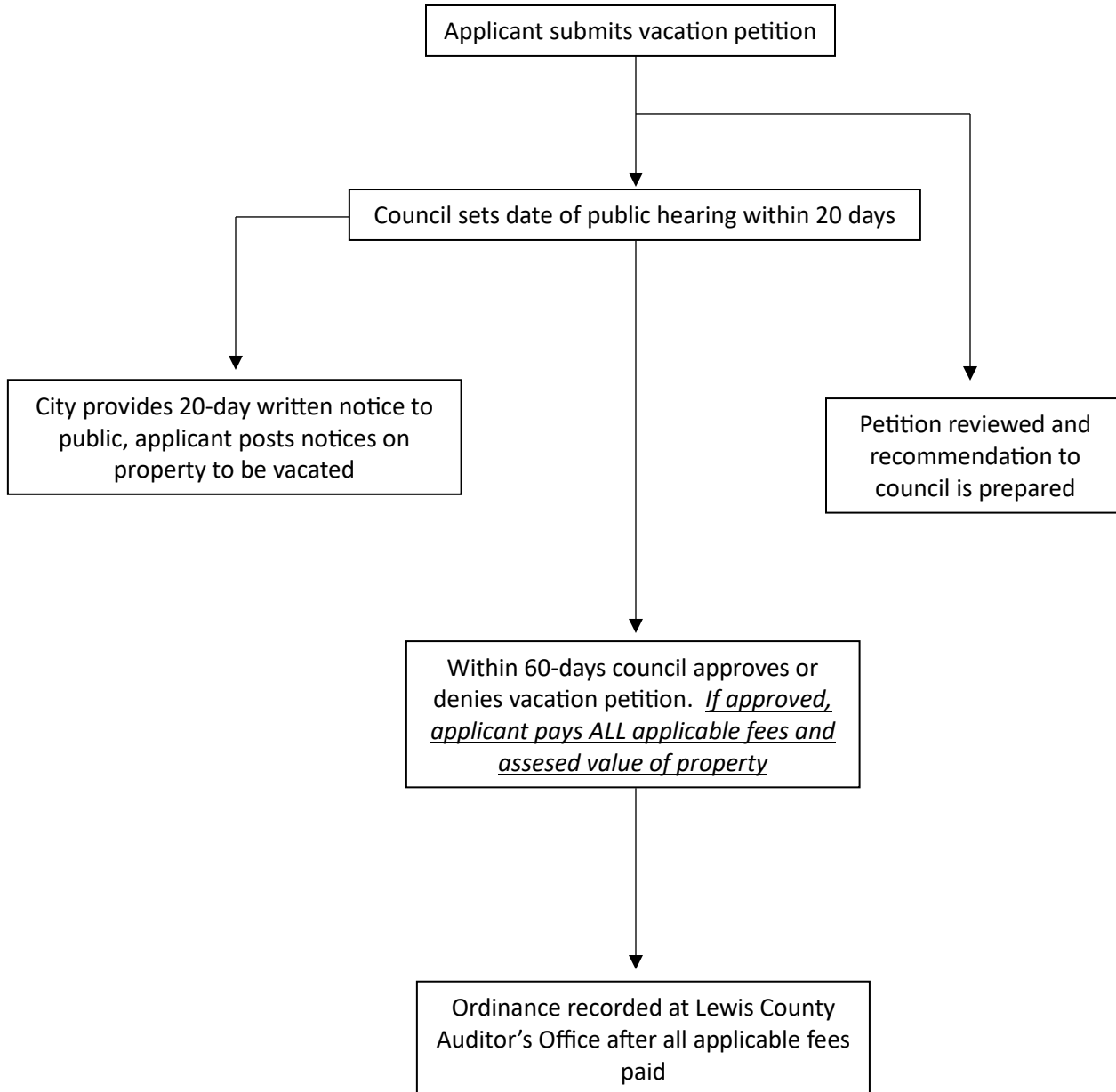
- Once a completed petition is received city staff will review the petition. The petition is then forwarded to city council for approval or denial or recommend forwarding the petition to the Winlock Planning Commission for review.

#### Public Hearing:

- After receiving a staff report from the Community Development Department, city council will set a date for a public hearing on the project and the applicant will be notified to post the site of the proposed vacation with two signs as required by city regulations. Specific posting requirements will be provided to the applicant upon filing the petition. Adjacent property owners will be notified of the proposed vacation by mail.
- Prior to the hearing, the Community Development Director will make a recommendation as to the project's feasibility. The recommendation will include the specific requirements of the vacation such as drainage, street closure and necessary easements. These requirements must be met by the applicant before the vacation ordinance received city council approval.

#### City Council Action:

- If the city council approves the petition after the public hearing the city attorney will submit an ordinance to the council which outlines the terms and conditions of the vacation.
- The ordinance may retain easements or the right to grant easements for the construction, repair, and maintenance of public and private utilities and services.



# City of Winlock



## Community Development Department Street/Alley Vacation Petition

PO Box 777 • 323 N.E. First Street  
Winlock, WA 98596-0777  
360.785.3811 • fax 360.785.4378  
[winplan@cityofwinlock.com](mailto:winplan@cityofwinlock.com)

### PROPERTY INFORMATION

Address/Location: \_\_\_\_\_

Tax Parcel No: \_\_\_\_\_

Full Legal Property Description: \_\_\_\_\_

- A. The above-described property was acquired on \_\_\_\_\_, 20 \_\_\_\_\_
- B. A certificate of ownership and a list of property owners located within 300 feet of this parcel must accompany this application.
- C. Do covenants, conditions or restrictions concerning type of improvements contemplated exist on the property? NO / YES. If yes, attached a copy of document to this petition.
- D. I HEREBY REQUEST TO BE VACATED AS FOLLOWS:

The reason for the proposed vacation: \_\_\_\_\_

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

Will the granting of the vacation be significantly detrimental to the public welfare or injurious to the other property or improvements in your zone or neighborhood in which your property is located: \_\_\_\_\_

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

Are there exceptional circumstances of conditions applicable to this property or to the intended use or development of the property that do not apply generally to other property in the same zone or neighborhood? \_\_\_\_\_

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

Would the strict application of the Zoning Regulations create practical difficulties or unnecessary hardships for you? \_\_\_\_\_

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

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### APPLICANT INFORMATION

Name(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City/St/Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

I/we the undersigned, as the applicant, hereby certify that the information contained in this application, map, legal descriptions, and any other supporting documents is true and correct to the best of my/our knowledge.

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

### PROPERTY OWNER(S) INFORMATION: *(attach separate sheet if necessary)*

Name(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City/St/Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
Tax Parcel Number(s): \_\_\_\_\_

Name(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City/St/Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
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Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
Tax Parcel Number(s): \_\_\_\_\_

**\*\*PROOF OF OWNERSHIP & TAX STATEMENT MUST BE ATTACHED\*\***

### FOR OFFICIAL USE ONLY

Requirements	Date Rec'd	Initials Rec'd	Fees	
Completed Petition			TOTAL Due	\$
Ownership Docs			Date Paid	
Tax Statements			Rct. #	

**City Official Signature:** \_\_\_\_\_