

PETITIONER INITIATED VACATION OF RIGHT-OF-WAY INSTRUCTIONS

General: The City Council has the authority to vacate any street, alley, avenue, or other public right of way that is no longer needed for public purposes. In order to vacate a street, alley or other public right of way, the City must follow a process dictated by state statutes. To assist you, the following is a summary of the process and the information you will need to provide.

Process:

1. You will need to file a petition (letter) to vacate the property. The petition must contain the following information (which City staff can help you with):
 - A. The description (metes and bounds) of the ground proposed to be vacated. Include a map showing the area to be vacated, and the surrounding property.
 - B. The reason for the vacation.
 - C. The proposed use for the vacated property.
 - D. A \$600 check, payable to the City of Redmond (for staff time, etc.)
2. After you have submitted the petition, City staff will determine which properties need to consent to the proposed vacation. All of the property owners that are immediately adjacent to the right of way to be vacated must agree. In addition, you will need the consent of 2/3 of the property owners on either side of the property to be vacated for a distance of 200 feet or the next parallel street (which ever is closer) and extending 400 feet from each end of the right of way to be vacated. City staff will provide a list of the property owners you need to request consent from.
3. Contact all utility companies on the attached list to see if they have any existing or planned utilities in the right of way to be vacated. A letter is needed from each utility stating whether they have facilities in the right of way, if it will be needed in the future and if an easement is required after vacation.
4. Bring the petition, check and consents to the Engineering Division, who will review it. If everything is complete, the City Recorder will put the petition on the agenda before the City Council. The petitioners will be notified of the date that the City Council will consider initiating the vacation. If the Council decides to proceed, a public hearing will be scheduled approximately one month later. You will be notified of that date also. It is not mandatory that you attend either meeting.
5. After the public hearing date, the City Recorder will file the approved vacation ordinance with the County Clerk's office. The ordinance becomes final 30 days after City Council approval.

CONSENT TO STREET VACATION

I/We, the undersigned legal owner(s) of real property affected by the following, do hereby consent to the vacation of the property described as follows:

(Must be legal description by metes and bounds; legal description can be attached.)

Signature (must be signed by ALL legal owners)

Address

Tax Lot Number

UTILITY CONTACTS

Bend Broadband
Mark Kaupp
63090 Sherman Rd.
Bend, OR 97701
312-6458

Cascade Natural Gas
PO Box 5399
Bend, OR 97708

Central Electric Coop.
Tom Loving
2098 N. Hwy 97
Redmond, OR 97756
923-7141

Central Oregon Irrigation District
1055 SW Lake Court
Redmond, OR 97756
548-6047

Pacific Power & Light
Dan McDevitt
328 NE Webster St.
Bend, OR 97701
388-7132

Qwest
Gale Hicks
100 NE Kearney
Bend, OR 97701
385-0220