



**RIGHT-OF-WAY VACATION APPLICATION**  
City of Central Point Planning Department

DATE STAMP  
FOR OFFICE USE ONLY

**APPLICANT INFORMATION:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: Business: \_\_\_\_\_ Residence: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**AGENT INFORMATION:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: Business: \_\_\_\_\_ Residence: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**OWNER OF RECORD:** (Attach Separate Sheet If More Than One):

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: Business: \_\_\_\_\_ Residence: \_\_\_\_\_

**PROJECT DESCRIPTION:**

General Description of Area to be Vacated and objective of project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Pre-application File No.:** \_\_\_\_\_

**NOTE:** For Type IV Applications, a pre-application meeting is required.

**REQUIRED SUBMITTALS:**

- Application Form
- Application Fee (See Current Fee Schedule)
- Legal Description of area to be vacated including acreage
- Assessor's Map of area to be vacated, showing abutting and affected properties (and identifying the parcels for which consents to vacate have been acquired if not initiating by letter to City Council)
- Written Authority from Property Owner if Agent in application process
- Mailing labels for all properties within 200 foot perimeter of project
- Findings of Fact (see attached)

**I HEREBY STATE THAT THE FACTS RELATED IN THE ABOVE APPLICATION AND THE PLANS AND DOCUMENTS SUBMITTED HEREWITH ARE TRUE, CORRECT, AND ACCURATE TO THE BEST OF MY KNOWLEDGE.**

I certify that I am the:     Property Owner    or     Authorized Agent of Owner  
of Project Site

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

**If any wetlands exist on the site, it is the applicant's responsibility to apply for a permit to the Division of State Lands before any site work begins.**

|  |                              |
|--|------------------------------|
| <b><u>FOR PLANNING DEPARTMENT USE ONLY</u></b>                         |                              |
| Application Accepted As Complete on: _____                             | Land Use Case File No. _____ |
| 120 <sup>th</sup> Day for Land Use or Limited Land Use Decision: _____ |                              |
| Wetlands Check: _____  |                              |