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## VACATION OF RIGHT OF WAY (ROW) OR EASEMENTS

*Complete a separate application for each vacation request.*

### Application Requirements

**All application materials must be submitted in electronic format via email to:**

**[MSO-EOD@Lawrenceks.org](mailto:MSO-EOD@Lawrenceks.org).**

If you are unable to provide the materials in electronic format, please contact MSO at 785-832-7800.

This checklist has been provided to assist you, the applicant, as you prepare your application. Submission of less information than necessary to adequately review and process your application will delay the review process.

### Application Fees

For vacation requests that are not initiated by City staff or the City Commission, please provide a check made payable to "City of Lawrence, Kansas" in the amount of \$200.00. This check should accompany the completed application and is non-refundable. The application fee covers staff work and publication costs for the notices.

Separate applications and fees are required for each requested area as described in the Legal Description. Joint vacations, such as Utility Easements and Access Easements within the same area, may be vacated on one application.

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## General Notes

### Planning and Development Services Coordination/City Code Implications

Typically, ROW vacation results in the vacated lands being attributed to the adjacent property owner(s). The vacation *does not* alter lot lines, which can be used to determine density & dimensional standards such as setbacks. A platting action such as a Minor Subdivision or Preliminary/Final Plat is required to adjust lot lines. Contact Planning and Development Services (PDS) at [planning@lawrenceks.org](mailto:planning@lawrenceks.org) for more information.

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## Vacation Process

1. Initial Application Review
2. External Review (Utility Notification)
3. Public Notification
4. Public Hearing – City Commission



## **VACATION OF RIGHT OF WAY (ROW) OR EASEMENTS**

### **General Vacation Submittal Requirements**

<b>ROW and Easement Vacations in Lawrence</b>		
<b>Required</b>	<b>Not Applicable</b>	<b>Documentation/Requirement</b>
✓		A Complete Application Form (page 3)
✓		Legal Description and Exhibit Prepared by a Registered Land Surveyor
✓		Executed Owner Authorization Form (page 4, if applicable)
✓		Ownership List – Properties within 400' of Proposed Vacation by Douglas County Clerk's Office
✓		Copy of the plat of record of the property, indicating the location of the proposed vacation
✓		Applicable Fees (Payable to the City of Lawrence)
✓		Title Report
		Related Planning and Development Services Submittals (such as a minor subdivision, preliminary/final plats)
		Other_____
Notes:		



## VACATION OF RIGHT OF WAY (ROW) OR EASEMENTS Application Form

<b>Applicant or Agent Information</b>			
Contact Name(s):		Primary Phone:	
Company:		Mobile Phone:	
Street Address:		Fax:	
City/State/Zip Code:		E-Mail Address:	
<b>Property Owner Information</b>			
Owner Name(s):		Primary Phone:	
Street Address:		Fax:	
City/State/Zip Code:		E-Mail Address:	
<b>Property and Proposed Division Information</b>			
Address:			
City/State/Zip Code:			
Are you proposing a: Easement Vacation <input type="checkbox"/> ROW Vacation <input type="checkbox"/> <b>(Check One)</b>			
<b>Background Information</b>			
<b>Intended Use</b>			
<b>Signature</b>			
I/We, the undersigned am/are the <b>(owner(s))</b> , <b>(duly authorized agent)</b> , <b>(Circle One)</b> of the aforementioned property. By execution of my/our signature, I/we do hereby officially apply for a Minor Subdivision as indicated above.			
Signature(s):			
		Signature	Date
		Print Name	Date

## OWNER AUTHORIZATION

I/WE \_\_\_\_\_, hereby referred to as the "Undersigned", being of lawful age, do hereby on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, make the following statements to wit:

1. I/We the Undersigned, on the date first above written, am/are the lawful owner(s) in fee simple absolute of the following described real property:

**See "Exhibit A, Legal Description" attached hereto and incorporated herein by reference.**

2. I/We the undersigned, have previously authorized and hereby authorize \_\_\_\_\_ (Herein referred to as "Applicant"), to act on my/our behalf for the purpose of making application with the Planning Office of Lawrence/Douglas County, Kansas, regarding \_\_\_\_\_ (common address), the subject property, or portion thereof. Such authorization includes, but is not limited to, all acts or things whatsoever necessarily required of Applicant in the application process.
3. It is understood that in the event the Undersigned is a corporation or partnership then the individual whose signature appears below for and on behalf of the corporation or partnership has in fact the authority to so bind the corporation or partnership to the terms and statements contained within this instrument.

IN WITNESS THEREOF, I, the Undersigned, have set my hand and seal below.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

STATE OF KANSAS  
COUNTY OF DOUGLAS

The foregoing instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

by \_\_\_\_\_.

My Commission Expires:

\_\_\_\_\_  
Notary Public



## VACATION OF RIGHT OF WAY (ROW) OR EASEMENTS

### City Staff Review

*Note: The following steps are to be completed by City Staff and are included for reference only.*

Information Gathering		
<b>Access Impacts</b>		<b>YES / NO</b>
<i>Will the proposed vacation impair access to a public street by any adjoining property owners?</i>		
<b>Utility Impacts</b>		<b>YES / NO</b>
<i>Will the proposed vacation impair the ability of utilities to deliver services to the adjoining property and surrounding area?</i>		
Water	Yes/No	
Sanitary Sewer	Yes/No	
Stormwater	Yes/No	
Gas	Yes/No	
Electric	Yes/No	
Telephone	Yes/No	
Cable	Yes/No	
<b>Rights</b>		<b>YES / NO</b>
<i>Should the vacation reserve any City rights?</i>		

## VACATION OF RIGHT OF WAY (ROW) OR EASEMENTS

### Public Notification / City Commission Action

*Note: The following steps are to be completed by City Staff and are included for reference only.*

<b>Public Notification</b>	
<b>Mailings</b>	
Distribution Date:	
<b>Newspaper</b>	
Distribution Date:	
<b>City Commission Action</b>	
<b>Regular Agenda Item</b>	
CC Meeting Date:	