



**CITY OF MONTICELLO**  
 Community Development  
 505 Walnut Street, Suite 1  
 Monticello, MN 55362  
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**Vacation Petition  
 Application Checklist**

**Applicant Name:** \_\_\_\_\_

Office Use Only	
<b>Application Date:</b>	<b>Application Review Date:</b>

APPLICANT CHECK	APPLICATION SUBMITTAL REQUIREMENTS	CITY CHECK-IN
	A completed City of Monticello Land Use Application form, including full legal description of property	
	Completed checklist form (this document) with all required items from below	
	Written petition for vacation, signed by the applicant and property owner. Petition must include an accurate legal description of the area to be vacated.	
	Current certified survey (within 6 months) for affected parcels, showing existing conditions and structures and existing and proposed lot lines.	
	General grading and drainage information.	
	Utilities (water, sewer, storm sewer, and service connections).	
	All existing and proposed required easements.	
	Minimum building setback lines, including accessory buildings.	
	If deemed necessary by the Community Development Department, a survey may be required to be submitted with the application or after approval of the vacation.	
	Electronic copies of all written narratives and plan sets required above <b>Submit electronic sets via flash/jump drive or .ftp only</b>	
	Application fee and escrow per Land Use Application form	

**Base Plan Set Requirements**

One (1) Reduced Plan set – 11” x 17”

Electronic copies of all Plan sets – **submit electronic sets via flash/jump drive or .ftp only**

**\*If application is incomplete, full set of revised submittals are required for re-submittal of application.**

**Complete Application Required**

The review and consideration of an application submitted shall only occur if such application includes all items that are required in support of the application and is deemed complete by the Community Development Department.

### **Application Submission Schedule**

Application, required information, and payment must be submitted no later than 28 days prior to the regularly-scheduled Planning Commission meeting, per the submission schedule maintained by the Community Development Department. Application submittals are due by 4 p.m. on the deadline date. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

Applicants will be notified in writing when their application is considered complete. Applicants may be asked to supply additional information beyond required list above. A public hearing will be scheduled only when it has been verified that the application is complete.

A complete application will be scheduled for an Application Review Conference between staff and the applicant, which typically occurs one week prior to the Planning Commission meeting.

### **Review Process**

- After a petition for vacation is received, the petition shall be placed on the next Council agenda for consideration to call for a public hearing on the petitioned vacation.
- If Council calls for the hearing, required notices shall be published and the hearing shall be held no less than two weeks following publication.
- Before any vacation is considered, the City Council shall hold at least one public hearing after proper notice has been issued.
- Following the hearing and subsequent discussion on the merits of the proposal, the Council shall adopt findings and recommendations related to the subject vacation.
- Denial of vacation shall be supported by findings of fact as to why the request was denied.
- If the request is approved, a resolution supporting the vacation shall be recorded at the Office of the Wright County Recorder.