



**APPLICATION FOR VACATION OF  
PUBLIC EASEMENT  
RIGHT OF WAY  
ALLEY**

**FEES**

Application fee (*non-refundable*) payable to City of Waseca:  
\$250.00 + Associated City Costs such as legal fees  
Recording Fee payable to Waseca County Recorder's Office:  
\$46.00

1. Name of Petitioner (first) (middle) (last)

2. Address of Petitioner Phone Number e-mail address

3. Type of Request: ☐ Public Easement ( ☐ Drainage, ☐ Utility, ☐ Right of Way, ☐ Trail)  
☐ Public Street  
☐ Public Alley

4. Legal Description of Easement/Right of Way proposed to be vacated

5. Surveyor Name and Address 6. Surveyor Phone Number Surveyor e-mail

7. Engineer Name and Address 10. Engineer Phone Number Engineer e-mail

**8. Required Submittals**

☐ Legal Description of area to be vacated ☐ Plat or Survey showing the area to be vacated  
☐ Application Fee ☐ Narrative describing the request and reasons for such request  
☐ Petition signed by a majority of the owners abutting the area to be vacated (this application form may be used as the petition-if all required signatures appear on this form).

9. **Acknowledgement and Signature:** *The undersigned hereby represents upon all of the penalties of law, for the purpose of inducing the City of Waseca to take the action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the ordinance of the City of Waseca and the laws of the State of Minnesota. The undersigned hereby consents that City of Waseca officials, employees, appointed commissioners and consultants hired by the City may enter the property to inspect the layout of structures, proposed placement of planned structures and additions, and the property's site features and dimensions. The undersigned agrees to pay all costs associated with the vacation request.*

Name and Address	Date
Name and Address	Date
Name and Address	Date
Name and Address	Date
Name and Address	Date