

## CITY STREET VACATION APPLICATION

In order to vacate a city street, a petition for vacation must be filed with the City Clerk, accompanied by the current fee to reimburse the City for expenses incurred in processing and publishing notices required by law. Street Vacation is to proceed per the rules established in NPMC 10.52 and/or RCW 35.79.

### COSTS TO PETITIONERS

Compensation in an amount not to exceed one-half of the appraised value of the area so vacated may be established by City Council and shall be paid prior to vacation. However, if the City had paid for the right-of-way at an earlier date, then the new owners must pay the full amount.

### PETITION INSTRUCTIONS

1. Print the name of the principal petitioner, the name of the street to be vacated, and the exact legal description of the portion of the street to be vacated.
2. List utilities located within the proposed street vacation.
3. List the names and mailing addresses of all property owners whose properties abut the portion of the proposed vacation and who did not sign the petition. This is necessary to determine if two-thirds of the property owners have signed the petition.
4. Following the signatures of at least two-thirds of the property owners whose property abuts the portion of the street to be vacated, provide the exact legal description of their property and their street address. A husband and wife or co-owners of the property abutting the vacated portion of the street will be considered as one signature. It is important that all signatures and information be clear and legible. Illegible information and signatures may cause delays.
5. Submit the petition and map showing the proposed vacation to the City Clerk, City of Normandy Park, 801 S.W. 174th Street, Normandy Park, Washington 98166.
6. A fee in accordance with the most recent adopted fee schedule. Additional engineering fees may be required of the applicant to process the application

### CITY'S PROCEDURES

1. The petition will be placed on the agenda for the City Council.
2. City Council will set a date for the public hearing by resolution, which will be no sooner than 20 days and no later than 60 days as required by the RCW.
3. City Clerk will post proper Public Notice.

4. Public hearing will be held by City Council. Recommendations may be requested from the Planning Commission prior to the hearing.
5. If the vacation petition is approved, an ordinance so stating will be passed, and a certified copy will be recorded with the King County Auditor.
6. If the petition is approved, the City may retain an easement or right to exercise and grant easements in respect to the vacated land for construction, repair and maintenance of public utilities and service.

**The sales tax code for Normandy Park is 1721. If you use landscape services or have a contractor conducting home improvements, remind them to use the Normandy Park sales tax code when reporting sales tax to the Department of Revenue.**



