

City staff use only:
Project #: _____
Submitted by: _____



1685 CROSSTOWN BOULEVARD N.W. • ANDOVER, MINNESOTA 55304 • (763) 755-5100
FAX (763) 755-8923 • WWW.ANDOVERMN.GOV

VACATION OF EASEMENT APPLICATION

Property Address _____

Legal Description of Property (if legal is lengthy, please attach a separate page).

Lot _____ Block _____ Addition _____

PIN _____

(If metes and bounds, attach the complete legal description)

Note: If the legal is not provided, the application will not be considered complete.

Is the property Abstract or Torrens (to verify this call the Anoka County Office at (763) 323-5400 with the property PIN number).

Abstract _____ Torrens _____

Description of Request _____

Current Zoning _____

Name of Applicant _____

Address _____ Email _____

City _____ State _____ Zip _____

Home Phone _____ Business Phone _____

Signature _____ Date _____

VACATION OF EASEMENT APPLICATION

Property Owner (Fee Owner) _____
(If different from above)

Address _____ Email _____

City _____ State _____ Zip _____

Home Phone _____ Business Phone _____

Signature _____ Date _____

The following information shall be submitted prior to review by the City of Andover:

- 1. Property survey containing the following information:
 - a. Property lines
 - b. Location of existing and proposed structures
 - c. Location of 100 year flood plain boundary
 - d. Existing and proposed easement boundaries
 - e. Legal description of proposed area of easement to be vacated

2. Description of need for easement to be vacated:

3. The application will be sent to the following utility companies for review:
- ~ Access Communications
 - ~ Center Point Energy
 - ~ Comcast
 - ~ Connexus Energy
 - ~ Great River Energy
 - ~ Northern Natural Gas
 - ~ Qwest Communications
 - ~ Xcel Energy

Application Fee: \$350.00 – includes mailing labels

Anoka County Recording Fee: Abstract and Torrens \$100.00

The following section is for City staff use only:

Fee Amount _____ Date Paid _____ Receipt No. _____

Existing or new project number: Existing New Project #: _____

Staff contact: _____

Engineering Department Review? Y / N Initials: _____

60 Day date _____ 120 Day date _____

VACATION OF EASEMENT APPLICATION

VACATION OF EASEMENT PROCESS

Pre-Application Meeting: Prior to submittal of this application, it is recommended that the property owner meet with Engineering Department staff to determine whether the proposal will negatively affect storm water drainage or existing or future utilities.

Application: After the pre-application meeting a complete application including the required materials and fee can be submitted to the Planning Department.

Review Timeline: Please refer to the Application Deadlines and Meeting Dates handout.

Notification: A public hearing notice will be published in the Anoka Union newspaper, a direct mailing will be sent to property owners within 350 feet of the subject property and a public hearing sign will be posted on the subject property prior to the City Council meeting.

Staff Report: The Planning Department will prepare a staff report for review by the City Council. A copy of the staff report will be mailed to the applicant on the Friday before the applicable Council meeting.

City Council Review: The City Council will hold a public hearing and review the proposed vacation of easement and either approve or deny the request.

Recording: The city will record a copy of the approved resolution with Anoka County. This step officially adjusts the recorded easement on the subject property.