

SUPPLEMENTAL APPLICATION

**REQUEST TO  
VACATE  
RIGHT-OF-WAY**

STAFF USE ONLY

**PLEASE NOTE: ALL APPLICATIONS AND SITE PLANS MUST BE COMPLETED IN BLACK OR BLUE INK ONLY**

**This application cannot be submitted alone. In addition to this form, a complete application includes:**

- ☐ Master Application
- ☐ Site Plan (see checklist below)
- ☐ Justification Letter (see below)
- ☐ Applicable processing fees. *Refer to current fee schedules. Additional fees may occur if base hours/fees at intake are exhausted.*

**Site Plan Checklist:**

- ☐ A north arrow, date and site address
- ☐ Map of parcel(s)
- ☐ Road names
- ☐ Proposed area to be vacated

**Justification Letter**

This letter shall describe the reason for the request and briefly explain how the vacation would be a benefit to the public.

**Failure to provide complete information may result in a delay of the review process or the rejection of your application.**



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