

FEE: \$-0 -  
 REC'D BY: \_\_\_\_\_  
 (STAFF USE ONLY)

**APPLICATION  
 FOR  
 RIGHT-OF-WAY  
 VACATION**

CASE NO.: \_\_\_\_\_  
 BOA DATE: \_\_\_\_\_  
 BOA DATE: \_\_\_\_\_  
 (STAFF USE ONLY)

**APPLICANT'S NAME(S):** \_\_\_\_\_ **PHONE:** \_\_\_\_\_  
**COMPANY:** \_\_\_\_\_ **FAX:** \_\_\_\_\_  
**MAILING ADDRESS:** \_\_\_\_\_  
 STREET CITY STATE ZIP  
**E-MAIL ADDRESS:** \_\_\_\_\_

**PROPERTY OWNER NAME(S):** \_\_\_\_\_ **PHONE:** \_\_\_\_\_  
**COMPANY:** \_\_\_\_\_ **FAX:** \_\_\_\_\_  
**MAILING ADDRESS:** \_\_\_\_\_  
 STREET CITY STATE ZIP  
**E-MAIL ADDRESS:** \_\_\_\_\_  
**SIGNATURE OF PROPERTY OWNER AUTHORIZING APPLICATION:** \_\_\_\_\_  
 (IF APPLICANT AND PROPERTY OWNER DIFFERENT)

**FIRM PREPARING INFORMATION:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_  
**CONTACT:** \_\_\_\_\_ **FAX:** \_\_\_\_\_  
**MAILING ADDRESS:** \_\_\_\_\_  
 STREET CITY STATE ZIP  
**E-MAIL ADDRESS:** \_\_\_\_\_

**GENERAL LOCATION OF PROPERTY TO BE VACATED:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**PROPERTY AREA IN ACRES AND/OR SQUARE FEET:** \_\_\_\_\_  
**PLAT IN WHICH PROPERTY IS LOCATED:** \_\_\_\_\_  
**PRESENT USE OF SURROUNDING PROPERTY:** \_\_\_\_\_  
**FUTURE USE OF VACATED PROPERTY:** \_\_\_\_\_

**PROCESS AND SUBMITTALS**

**STEP 1. PRE-APPLICATION CONFERENCE**

Applicants should schedule a pre-application conference with the Community Development Planner before submitting application.

**STEP 2. ITEMS TO BE SUBMITTED BY APPLICANT**

1. Completed application form
2. Legal description and survey or other drawing approved by the Community Development Planner depicting the right-of-way to be vacated and surrounding properties. (5 paper and 1 electronic copy. )
3. Names and addresses of all property owners whose land touches the right-of-way to be vacated and all persons who own land on the same block as the right-of-way being vacated.

**STEP 3. NOTICE OF APPLICATION TO BE GIVEN AS FOLLOWS:**

1. Applicant shall give at least 20 days' notice by certified mail to all persons whose land the portion of street or alley to be vacated touches and all persons who own land on the same block as the portion of street or alley to be vacated.
2. City staff shall give 30 days' notice in three (3) of the most prominent and public places in the district.
3. City staff shall provide notice to Planning and Zoning Commission Chair upon receipt of application.

**STEP 4. BOARD OF ALDERMEN MEETING**

The Board of Aldermen (BOA) meet on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of the month at 7:00 PM in City Hall. The agenda and staff report(s) will be available the Friday before the meeting. The Mayor will open the public hearing for presentations by staff, the owner or authorized agent, and the public. After everyone has had the opportunity to speak, the BOA will deliberate on the request and decide whether to approve or deny the request.

If no opposition is made to the vacation, the BOA may vacate the street or alley with such restrictions and reservations as they may deem for the public good. But, if opposition shall be made by any person owning property abutting such street, alley, or public square, such application shall continue on file for a further period of 30 days for a hearing thereon, when, if either the objector shall consent to such vacation or if upon such hearing the BOA deems it advisable to overrule such objection, the BOA may grant the application.

**STEP 5. VACATION ORDINANCE RECORDED WITH CASS COUNTY**

The City will record the vacation ordinance with Cass County who will reflect the vacation on the countywide map. The part so vacated, if the same is a street or alley, shall revert to the owners of the adjacent lots in proportion as it was taken from them if there is evidence of such. If not, it shall be attached to the ground bordering on such street or alley and all title thereof shall vest in the person owning the property on each side thereof in equal proportions according to the length or breadth of such ground as the same may border on such street or alley. Whenever a public square shall be vacated, the property shall be disposed of in such manner as the BOA may direct.

**RESOURCES**

It is the applicant’s responsibility to become familiar with the applicable requirements prior to the submission of an application. Here are some online links to information that will be useful.

- City of Harrisonville Website <https://www.ci.harrisonville.mo.us/index.aspx?nid=869>
- Right-of- Way Regulations (i.e. street, alley) <https://www.ecode360.com/27911142>
- Zoning Map <https://www.ci.harrisonville.mo.us/documentcenter/view/6182>
- Zoning Regulations <https://www.ecode360.com/27908265>
- Cass County Map, Property, Building Info <https://cassgis.integritygis.com/H5/index.html?viewer=cass>

**CONTACTS**

City Hall, 300 East Pearl St., Harrisonville, MO 64701	(816) 380-8900	Fax 816-380-8910
Roger Kroh, Community Development Planner	(816) 380-8922	rkroh@harrisonville.com
Christopher Arthur, Building Official	(816) 380-8912	carthur@harrisonville.com
Ted Martin, City Engineer	(816) 380-8900	tmartin@harrisonville.com
Public Works Department, 201 W. Chestnut, Harrisonville, MO 64701		Fax 816-380-3997
Eric Patterson, Director of Public Works		(816) 380-8964