



**APPLICATION FOR  
VACATION OF RIGHTS-OF-WAY / EASEMENTS**

*The procedure for approval of a Vacation of Rights-of-Way or Easements is set forth in Section 2.03.H of the Unified Development Code (UDC). Generally, the process involves review by the Community Development Director with a final review and decision by the City Council.*

**Please complete the blanks with the requested information. If any of the information or required materials is missing or incomplete, the application will not be processed. Also, please note the required information requested on the back of this page.**

**Date of Application:** \_\_\_\_\_

**APPLICANT**

**Applicant Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Phone:** ( ) \_\_\_\_\_ - \_\_\_\_\_ **Fax:** ( ) \_\_\_\_\_ - \_\_\_\_\_  
**Project Representatives Names:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Phone:** ( ) \_\_\_\_\_ - \_\_\_\_\_ **Fax:** ( ) \_\_\_\_\_ - \_\_\_\_\_  
**Agent Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Phone:** ( ) \_\_\_\_\_ - \_\_\_\_\_ **Fax:** ( ) \_\_\_\_\_ - \_\_\_\_\_  
**Name of Engineer or Surveyor of Plat:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Phone:** ( ) \_\_\_\_\_ - \_\_\_\_\_ **Fax:** ( ) \_\_\_\_\_ - \_\_\_\_\_  
**Owner Name (If different from applicant):** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Phone:** ( ) \_\_\_\_\_ - \_\_\_\_\_ **Fax:** ( ) \_\_\_\_\_ - \_\_\_\_\_  
**(Note: A notarized statement signed by the property owner(s) authorizing the applicant to make this request shall be attached to the application.)**

**EXISTING CONDITIONS**

**Name of Subdivision:** \_\_\_\_\_  
**Location and Boundaries of Property by Streets:** \_\_\_\_\_  
**Legal Description of Abutting Property (Attach additional sheet if needed.):** Lot \_\_\_\_\_ Block \_\_\_\_\_  
**Addition/Subdivision or Metes and Bounds:** \_\_\_\_\_  
\_\_\_\_\_  
**Assessor's Parcel Number:** \_\_\_\_\_  
**Number of Lots:** \_\_\_\_\_ **Total Number of Acres or Square Feet of Affected Property:** \_\_\_\_\_  
**Property Classification:** \_\_\_\_\_ **Zoning District:** \_\_\_\_\_ **Future Land Use Classification:** \_\_\_\_\_



**VACATION OF RIGHT-OF-WAY / EASEMENT**

Location of Right-of-Way / Easement: \_\_\_\_\_  
 Type of Vacation: \_\_\_\_\_ Street \_\_\_\_\_ Alley \_\_\_\_\_ PUD \_\_\_\_\_ Utility \_\_\_\_\_ Other \_\_\_\_\_  
 Legal description (Attach additional sheet if needed.): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Are there any utilities located within the right-of-way or easement? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Have the utility companies and service providers been notified of the requested vacation?  
 \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Are the review comments from the utility companies and service providers attached to this application?  
 \_\_\_\_\_ Yes \_\_\_\_\_ No  
 The proposed vacation will require the relocation of one or more utility lines \_\_\_\_\_ Yes \_\_\_\_\_ No  
 or the right-of-way / easement \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If relocation of utilities or right-of-way / easement is required, please describe the proposed relocation:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*I, \_\_\_\_\_, hereby state that all of the above statements and statements contained in the documents submitted with this application are true.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



**Required Materials to Accompany the Application:**

*The Community Development Director may waive informational requirements upon finding that the information is not required to determine compliance with UDC requirements.*

1. Copy of deed, lease, option agreement or other evidence of ownership or applicant's interest in the property. If the applicant is not the owner, attach a notarized statement signed by the owner authorizing the applicant to request the amendment;
2. A map, produced at 24 inches by 36 inches for each sheet, proposing the vacation or abandonment at the same survey dimensions as the recorded Final Plat, including:
  - a. Statement that the plat has been prepared from information on the recorded plat or subdivision map for which a vacation or abandonment is sought. The professional surveyor may state in his certificate that he assumes no responsibility for the existence of the monuments or for correctness of other information shown or copied from the recorded map. The professional land surveyor shall include in his certificate, recording information which is sufficient to identify clearly the recorded map being reverted or abandoned; and
  - b. Show the particular sheet number and total number of sheets comprising the map on each sheet with its relation to each adjoining sheet shown clearly.
3. A listing of the owners of property within 250 feet of the subject property and the mailing addresses for said owners on file with the County Assessor;
4. Affidavit(s) from each owner of land adjoining said area that is proposed to be vacated, excluding those persons listed as applicants, indicating their consent to vacate; and
5. Any other exhibits as may be required by the Community Development Director.

**Return Form to:**  
**Planning & Zoning Department**  
**City of Villa Rica**  
**571 West Bankhead**  
**Villa Rica, GA 30180**  
**(678) 785-1004**  
**Fax: (770) 459-7003**

<b>For Department Use Only</b>	
Case No:	_____
Filing Fee:	_____
Pre-Application Conf:	_____
Date Advertised:	_____
Date Notices Sent:	_____
Date Sign Posted:	_____
PC Public Hearing Date:	_____
PC Recommendation:	_____
CC Public Hearing Date:	_____
Action:	_____
Approved by Resolution #:	_____



## PROCESS

