



## **ABANDONMENT REQUEST PROCEDURES**

All applications for abandonment's are processed by the Planning and Zoning Department, presented to the Planning and Zoning Commission for recommendations at a public hearing, and forwarded to the City Council for a final decision. Requests for abandonments do not currently require a public hearing as defined by State Law, but they are heard at regularly scheduled Planning and Zoning Commission and City Council meetings.

### **PRE-APPLICATION CONFERENCE**

A pre-application meeting with a planner is recommended to familiarize yourself with the procedures and requirements for your specific request.

### **MATERIALS REQUIRED FOR ABANDONMENT REQUESTS**

- APPLICATION - print or type the information requested. The burden of proof is on you. Be sure to include all information necessary to substantiate the validity of your request.
- LEGAL DESCRIPTION - include a metes and bounds description or reference to a recorded subdivision.
- NARRATIVE - provide a written explanation of the request. The narrative for abandonment applications must also include justification of why the public property should be relinquished, description of the impacts on existing and planned public and private improvements, and possible mitigation measures.
- ADDITIONAL MATERIALS - The applicant shall furnish 25 copies of any maps, plats, documents, or legal instruments needed for the processing of the request.
- FILING FEE – Please refer to the Planning and Zoning Department Fee Schedule. Fees are non-refundable and must be paid when the application is submitted.

### **PUBLIC HEARING**

Once all required items have been successfully addressed, the request will be scheduled for a public hearing before the Planning and Zoning Commission. A staff member will contact you regarding the date and time of the public hearing. A copy of the staff recommendations will be mailed to you about one week prior to the public hearing.

At the public hearing the staff will make a brief explanation, with their recommendations, of your request to the Planning and Zoning Commission. ***After the staff report, you or your representative will have the opportunity to present your request and attendance is mandatory. The request may be postponed or denied if someone is not present.*** During the public hearing, anyone wishing to speak for or against your request will be given the opportunity to be heard. After this hearing, whether approval or denial is recommended, the request will be forwarded, with the Planning and Zoning Commission and staff recommendations, to the City Council for public hearing.