

CITY OF CAPE GIRARDEAU
REQUEST TO VACATE ALLEY/STREET RIGHT-OF-WAY/EASEMENT PETITION
INFORMATION SHEET

1. Submit the completed **Request to Vacate Alley/Street Right-of-Way/Easement Petition** and a **\$150 application fee** to the Development Services Department located at City Hall, 401 Independence Street, Cape Girardeau, MO 63703.
2. The petition will be reviewed by City staff to determine if the proposed vacation is in the public's interest and all adjoining property owners are represented on the petition.
3. If all adjoining property owners are not represented on the petition or if the petition is not valid, the City will not be able to proceed with the vacation request.
4. Utilities will be contacted to determine if they have a utility interest in the area of the request. If there are utilities located within the requested area of vacation and it is determined the entire vacation area is not necessary for the utility, the adjacent property owners will be required to grant easements for the utility in order to move forward with the vacation request.
5. Once the petition has been verified and utilities checked and if necessary, easements granted, the City will hold a public hearing to consider vacating the requested area. At least ten (10) days notice of the time and place of such hearing (the public hearing will take place at a regularly scheduled City Council meeting) will be published in a local newspaper. At the Council meeting, the Public Hearing will take place and first reading consideration will be given to the ordinance vacating the alley/street/easement.
6. Second and third readings will be given to the ordinance at the next City Council meeting.
7. The City Council will either approve or deny the ordinance.
8. If approved, the ordinance goes into effect ten (10) days after its approval. The document is then sent to the County Recorder's Office to be recorded.