



6100 219th Street SW, Suite 200
Mountlake Terrace, WA 98043
Phone 425.744.6267 Fax 425.775.0420
www.cityofmlt.com

STREET VACATION APPLICATION

Vacation of a Street or Public Right of Way

A Street Vacation is a procedure in which the City may relinquish its interests in a street, alley or easement. Upon receipt of an application, the City will determine whether the right-of-way is no longer necessary for public use.

The criteria for vacation

The City Council may vacate a street, alley, or easement only if it finds that:

- The vacation is in the public interest; and
- No property will be denied direct access as a result of the vacation.

This summary outlines the procedure for filing a Street Vacation application in the City of Mountlake Terrace.

The application packet is designed to obtain all the information necessary to allow the City to make a well-informed decision on your application. Please refer to the attached application checklist to determine the materials that must be submitted to complete your application. The applicant is responsible to agree upon and coordinate with any other property owner who signed the petition in meeting the requirements imposed by the City Council, such as monetary compensation.

All application materials are public information. Your application will be evaluated on the basis of the information you provide, the criteria listed in the pertinent section of the Municipal Code, the Mountlake Terrace Comprehensive Plan, other City regulatory ordinances, inspection of the property, as well as testimony and evidence presented through public comments.

YOU ARE ENCOURAGED TO MEET WITH A PLANNER FROM THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT WELL IN ADVANCE OF SUBMITTING YOUR APPLICATION TO DISCUSS YOUR PROPOSAL AND OBTAIN GUIDANCE ON THE APPLICATION MATERIALS YOU MUST SUBMIT.

City ordinances such as the Municipal Code, Comprehensive Plan, Zoning Ordinance, Subdivision Laws and other codes are used for decisions to be made about a proposed vacation and are available at the municipal Library and City Hall.

SUBMITTAL REQUIREMENTS

1. A completed vacation petition (attached) containing the signatures of property owners who own more than two-thirds of the property abutting the portion of the street, alley or easement to be vacated.
2. A legal description of the street, alley, easement or part thereof to be vacated, prepared by a State of Washington licensed surveyor.
3. Seven (7) copies of a site map showing the street, alley, easement or part thereof to be vacated. Maps shall show all properties with subdivision, block, lots, and specifying open and unopened rights-of-way for a radius of 400 feet from the site of the proposed vacation.
These site maps must be to scale and at a reproducible size (11" x 17" max).
4. Address labels containing the names and addresses of owners of all property within 300 feet of any boundary of the street, alley, easement, or part thereof to be vacated, and the notarized affidavit (see Adjacent Property Notification handout). Include your name and address on the labels.
5. Two (2) copies of an appraisal prepared by a qualified land appraiser with an M.A.I. designation, establishing the fair market value of the street, alley, or part thereof to be vacated. An appraisal is not required if a utility easement only is proposed to be vacated.



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PETITION TO VACATE A STREET, ALLEY OR PUBLIC EASEMENT

Name of Person Filing Petition (Agent):

Address: _____

Phone: _____

Name of additional recipient of staff report, meeting agendas and final decision:

Address: _____

Daytime Phone: _____

Legal Description of Street, Alley, or Public Easement to be Vacated:

Tax parcel number: _____

Does the Street, Alley, Public Easement or Part Thereof abut any body of water? _____ If so, please describe:

Will the vacation result in any parcel of land being denied direct access?

How is the vacation in the public interest?

Size of Street, Alley, Public Easement, or Part Thereof to be vacated (in square feet):
