



# ABANDONMENT OF EASEMENT OR RIGHT OF WAY REQUIREMENTS CHECKLIST

## **Required for Application Process**

- Completed DRC Application for Review
  - DRC Processing Fee – See Fee Schedule  
\*Note: Resubmittal Fee (after 1 initial and 1 resubmittal for sign-off) is 50% of original fee
  - Notarized Agent Authorization Form
  - 1 signed and sealed graphic showing the easement/right of way to be abandoned
  - Legal description of the Easement or Right-of-Way to be abandoned  
(In WORD format -- CD or email to [planning@stcloud.org](mailto:planning@stcloud.org))
  - Narrative (specifying justification for the abandonment)
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## **Required at a later date**

- Affidavit of Sign Posting (due 15 days prior to public hearing)
  - Applicant responsible for sign posting
  - City will provide sign(s) when Public Hearing dates are scheduled