

**CITY OF SARALAND
BUILDING DEPARTMENT
APPLICATION FOR VACATION OF LOT LINE AND EASEMENT(S)**

Application Number: _____ Date Submitted: _____

Date Presented: _____

Name of Applicant(s): _____

Address: _____ Telephone# _____
(Street or P.O. Box) (City) (State) (Zip Code)

Subdivision: _____

Lot(s): _____ Unit _____

- _____ Petition
- _____ Current Survey showing proposed structures
- _____ The City of Saraland Public Works Department
- _____ Utilities Board of the City of Saraland
- _____ BellSouth Telecommunications
- _____ Cable Company (if applicable)
- _____ Property Owners Association (if applicable)
- _____ *List of names and mailing addresses of adjacent property owners
 - (Date submitted: _____)

Meeting Dates:

Planning Commission: _____

City Council: _____ **(ATTACH RESOLUTION)**

Approvals:

_____ Planning Commission Date: _____

_____ City Council Date: _____

Reason for requesting vacation of lot line and easement(s):

SIGNATURE OF APPLICANT OR AUTHORIZED REPRESENTATIVE

The applicant or the agent (if an agent is authorized) must be present at the hearing.

**CITY OF SARALAND
VACATION OF EASEMENT
BUILDING DEPARTMENT CHECKLIST**

The following list of supplemental information shall accompany the plan(s) at the time of submittal:

A transmittal letter outlining the documentation to be reviewed, as follows:

- _____ 1. Application, petition, and accompanying documentation from all listed utility companies
- _____ 2. Check – cost of vacation of easement, \$100.00 plus \$4.25 per letter
- _____ 3. Adjacent property owners list with a header stating the name of the subdivision (Attach three (3) sets of mailing labels for each of the property owners outlined on the list)
- _____ 4. Certification of Property Owners Notification List
- _____ 5. Recorded warranty deed of the subject property (proof of ownership of the property)
- _____ 6. Letter of authorization (authorization of the agent/representative to act on the owner's behalf)
- _____ 7. Two (2) copies of current survey (on one of the copies, highlight area to be vacated)

Submitted by: _____
Project Manager

Received by: _____
Building Inspector

Submittal Date: ____ / ____ / ____

(Application and other documentation must reflect the information of the owner of the property.)

**CITY OF SARALAND
BUILDING DEPARTMENT**

CERTIFICATION OF PROPERTY OWNER NOTIFICATION LIST

Public hearings for zoning amendments, vacation of easements and/or rights of way, and subdivisions as provided for in the Code of Alabama, 1975, (as amended); require notification to adjacent property owners. The list of names and addresses shall be a current listing obtained for the records available in the Mobile County Revenue and/or Probate Office.

We, the owner of subject property and project engineer, do hereby certify that the attached adjacent property owners' list was obtained from the Mobile County Revenue and/or Probate Office and is to the best of our knowledge is a current list of all real property owners adjacent to the subject property.

Project Engineer Name

Registration Number

Project Engineer Signature

Date

Owner or Authorized Agent Name

Owner or Authorized Agent Signature

Date