

**CITY OF SARALAND  
BUILDING DEPARTMENT  
APPLICATION FOR VACATION RIGHT-OF-WAY**

Application Number: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Name of Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_ Telephone # \_\_\_\_\_  
(Street or P.O. Box)

\_\_\_\_\_  
(City) (State) (Zip)

Email: \_\_\_\_\_

Name of Agent, if other than owner: \_\_\_\_\_

Telephone # \_\_\_\_\_

Subdivision: \_\_\_\_\_

Lot(s): \_\_\_\_\_ Unit: \_\_\_\_\_

**\*\*See Checklist for Required Documentation.\*\***

Certification consenting to the vacation is required from:

- \_\_\_\_\_ City of Saraland Public Works Department
- \_\_\_\_\_ City of Saraland Sewer Department
- \_\_\_\_\_ Saraland Water Service
- \_\_\_\_\_ BellSouth Telecommunications/AT&T
- \_\_\_\_\_ Cable Company
- \_\_\_\_\_ Property Owners Association, (if applicable)

Reason for requesting vacation of right-of-way:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF OWNER OR AUTHORIZED REPRESENTATIVE**

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

PETITION FOR VACATION OF RIGHT-OF-WAY

STATE OF ALABAMA)  
COUNTY OF MOBILE)  
CITY OF SARALAND)

TO THE HONORABLE MEMBERS OF THE CITY COUNCIL OF SARALAND, ALABAMA:

The undersigned \_\_\_\_\_ is/are the owner(s), their statement and petition seeking vacation of a certain right-of-way. Petitions, by the attached copies to vacate a right-of-way described as follows:

(ATTACH LEGAL DESCRIPTION OF SAID RIGHT-OF-WAY)

All applicable utility providers in said subdivision, by instruments filed herewith, have consented to the vacation of said right-of-way, and the hereinabove described portion of the said right-of-way, and the annulment of the dedication thereof as reflected on said recorded plat.

The Petitioner further requests the Mayor and City Clerk be authorized and directed to execute a resolution which approves, ratifies, adopts, and confirms the vacation of the hereinabove described portion of the said right-of-way.

IN WITNESS WHEREOF, the Petitioner(s) have hereto set their hand and seals on this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_

STATE OF ALABAMA)  
COUNTY OF MOBILE)

I, the undersigned, a Notary Public in and for said County in said State hereby certify that \_\_\_\_\_, whose name is signed to the foregoing instrument and who is known to me on this day that, being informed of the contents of said instrument they executed the same voluntarily on the day the same bears date.

Given under my hand and seal on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires \_\_\_\_\_

**THE CITY OF SARALAND  
VACATION OF RIGHT-OF-WAY CHECKLIST**

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

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

- \_\_\_\_ 1. Application, petition, and accompanying documentation from all listed utility companies
- \_\_\_\_ 2. Check – cost of vacation of right-of-way, \$100.00 plus cost per letter (\$7)
- \_\_\_\_ 3. A letter of authorization (authorization of the agent/representative to act on the owner’s behalf)
- \_\_\_\_ 4. Adjacent Property Owner’s List (Attach three (3) sets of mailing labels for each of the property owners outlined on the list)
- \_\_\_\_ 5. Certification of Property Owners Notification List
- \_\_\_\_ 6. Recorded warranty deed of the subject property (proof of ownership of the property)
- \_\_\_\_ 7. Letter of authorization (authorization of the agent/representative to act on the owner’s behalf)
- \_\_\_\_ 8. Two (2) copies of a current certified survey (on one of the copies highlight area to be vacated)
- \_\_\_\_ 9. Letter stating the purpose of the vacation of the right-of-way
- \_\_\_\_ 10. Legal description of the area to be vacated
- \_\_\_\_ 11. Electronic submission of survey in PDF format

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 from 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 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