



## **Street/Alley Vacation**

400 N Mill St  
PO Box 229  
Colfax, WA 99111  
(509) 397-3861

### **Pre-Application**

Applicants for all development permits, vacations, and annexations are encouraged to contact the Building & Community Development Associate or City Administrator prior to submitting an application to discuss the nature of the proposed development.

### **Application Procedure**

1. Applicant files Petition for vacation with non-refundable payment of \$250. Include property description and map and signatures of 2/3 of the property owners abutting the property.
2. The City Council, by Resolution, fixes a date for a public hearing a minimum of 20 days and maximum of 90 days after petition has been approved for completeness.
3. The City will post on property and post in at least three other public places 15 days to 30 days, notice of public hearing.
4. The City will fifteen (15) days before hearing, written notice of hearing must be sent to all abutting property owners.
5. The Public Hearing. Approval (or not) of vacation done by Ordinance.
6. The Applicant will file vacation with county auditor.



City of Colfax  
 400 N. Mill St.  
 Colfax, WA 99111

## Application for Vacation

### SUBMITTAL REQUIREMENTS

A complete application is required before the City of Colfax can proceed with technical analysis and make an informed decision on a petition for vacation. Below is a list of materials that are required for vacation applications. The City of Colfax will not process any application until all the items on the list have been submitted. Please consult with the Building & Community Development Associate if you have any questions. All application materials become public information.

#### Required Materials from Applicant:

- Complete vacation application form signed by all the abutting property owner(s).
- Petition for vacation form with approval and signatures of 2/3 of the property owners abutting the subject property
- Legal description and map of the territory to be vacated, which shall be attached to the vacation petition.
- Title report for the property to determine whether any easements or rights-of-way exist.
- Names and mailing addresses, as shown on the records of the County Assessor, of all properties that abut alley or street for with the vacation is requested.
- Application Fee of \$250 (non-refundable)
- Applicant and Notary Signatures

PROPOSED VACATION NAME _____ FILE No. _____ TOTAL AREA OF PROPOSED VACATION _____ ACRES PERCENT OF TOTAL OWNERS REPRESENTED BY SIGNATURES _____ %
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#### APPLICANT INFORMATION

YOUR NAME(Please write above this line)	PHONE#	
BUSINESS NAME(If Applicable)	FAX#	
MAILING ADDRESS		
CITY	WA	ZIP
E-MAIL ADDRESS		
SIGNATURE (ORIGINAL REQUIRED)	DATE	
Note: I consent to an on-site inspection by an employee(s) of the City of Colfax		

## **PETITION FOR VACATION**

We, the undersigned, (see Exhibit A) representing not less than 2/3 of the property owners abutting the subject property, illustrated on Exhibit B attached hereto, lying contiguous to the City of Colfax, WA, do hereby respectively ask the Honorable Mayor and City Council to meet with us and that appropriate actions be taken to authorize circulation of the Direct Petition so that such territory be vacated pursuant to RCW 35.79.

This notice is accompanied and has attached hereto as Exhibit B a map which outlines the boundaries of the property sought to be vacated, as well as Exhibit C a full legal description of the proposed area to be vacated.

### **The following conditions should be noted by those signing Exhibit A – PETITION FOR VACATION Signature Form:**

1. Signatures must be in ink
2. Record owners must sign, that is, the owners as shown by county records.
3. Only one spouse needs to sign.
4. Mortgages may be disregarded – there is no requirement for mortgagee to sign.
5. Where real estate contracts are involved, only the purchaser needs to sign as long as the contract is recorded with the county, otherwise only the contract seller is authorized to sign.
6. Corporations that own property may sign. However, only a corporate officer who is specifically authorized by the bylaws to execute deeds or encumbrances on behalf of the corporation can sign on behalf of the corporation. A certified excerpt of the bylaws so authorizing such officer must be attached.
7. Multiple signatures are not required for multiple ownerships.

EXHIBIT A

**SIGNATURE FORM**

**To the City Council of the City of Colfax, WA:**

We the undersigned petitioners request that the portion of street/alley in this application, be vacated pursuant to RCW 35.79. A map and legal description are attached, marked Exhibits B and C respectively. These exhibits show the affected territory and its relationship to the undersigned petitioners.

1. Printed Name \_\_\_\_\_ Signature \_\_\_\_\_  
Address \_\_\_\_\_ Date \_\_\_\_\_  
Property Description \_\_\_\_\_  
(Section and tax lot number or subdivision and lot number)

2. Printed Name \_\_\_\_\_ Signature \_\_\_\_\_  
Address \_\_\_\_\_ Date \_\_\_\_\_  
Property Description \_\_\_\_\_  
(Section and tax lot number or subdivision and lot number)

3. Printed Name \_\_\_\_\_ Signature \_\_\_\_\_  
Address \_\_\_\_\_ Date \_\_\_\_\_  
Property Description \_\_\_\_\_  
(Section and tax lot number or subdivision and lot number)

4. Printed Name \_\_\_\_\_ Signature \_\_\_\_\_  
Address \_\_\_\_\_ Date \_\_\_\_\_  
Property Description \_\_\_\_\_  
(Section and tax lot number or subdivision and lot number)

5. Printed Name \_\_\_\_\_ Signature \_\_\_\_\_  
Address \_\_\_\_\_ Date \_\_\_\_\_  
Property Description \_\_\_\_\_  
(Section and tax lot number or subdivision and lot number)

EXHIBIT B

**MAP OF PROPOSED STREET/ALLEY TO BE VACATED**

PROPOSED VACATION NAME \_\_\_\_\_ FILE No. \_\_\_\_\_

\*Please attach a map of proposed street/alley to be vacated to this section. Please also indicate and label ownership of abutting properties.

EXHIBIT C

**FULL LEGAL DESCRIPTION OF AREA TO BE VACATED**

PROPOSED VACATION NAME \_\_\_\_\_ FILE No. \_\_\_\_\_

\*Please attach a full legal description of proposed area to be vacated

## Signatures and Notary Seal

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I (We) certify that all of the above statements and statements on any documents or drawings submitted herewith are true to the best of my (our) knowledge and belief.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature of Applicant and Date

**SIGNATURE BY THE APPLICANT INDICATES THAT HE/SHE HAS READ AND UNDERSTANDS THE REQUIREMENTS OF THE STREET/ALLEY VACATION PROCESS AND THE CITY COUNCIL HEARING PROCESS.**

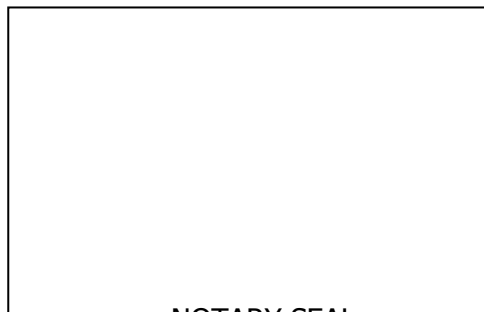
**NOTARY** \_\_\_\_\_

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_ )

I, the undersigned, a Notary Public, in and for said County, in the State aforesaid, DO HEREBY CERTIFY THAT \_\_\_\_\_ is/are personally known to me, that said person(s) appeared before me this day in person and severally acknowledged that he/she/they signed and delivered the forgoing owners authorization above as his/her/their free and voluntary act for the uses and purposes herein set forth.

Given under my hand and Notary Seal, this \_\_\_\_\_ day, of 20\_\_\_\_\_ .



NOTARY SEAL

\_\_\_\_\_  
Signature of Notary Public