



Easement Vacation Guide

A guide for land use applications in the City of Ramsey

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Easement Vacation Basics

An easement is a grant by a property owner for use of a strip of land by the public or any person for any specific purpose or purposes of construction and maintaining utilities or roadways.

Application Fee and Escrow

Application Fee (non-refundable): \$200

Minimum Escrow: \$300*

*Required escrows are minimum escrows. Remaining surplus shall be refunded to the Applicant after all remaining obligations are completed and accepted by the City. The Applicant shall be responsible for all costs incurred by the City above the minimum escrow. More information is included in Section 2: General Land Use Information portion of this document.

Easement Vacation Procedures

1. Fill out the enclosed applicable application and pay the applicable application and escrow fee. Applications **cannot** be processed until the application and escrow fees have been paid.
2. Provide a detailed description of your request and the reason for vacating the easement (attach a separate request if necessary).
3. Provide a site plan identifying the easement to be vacated, any proposed replacement easements, and any additional information as required by the City.
4. Provide a legal description of the easement(s) to be vacated and any replacement easements.

Easement Vacation Process

1. Applications for Easement Vacation must be submitted to Staff thirty (30) days prior to the Planning Commission meeting (see attached meeting date schedule).
2. The City has 15 days to determine if the application is complete. In the event that the application is incomplete, Staff will notify the Applicant within the 15 days and provide direction on what information is still required.
3. Properties located within at least 350 feet of the subject property will be notified of the request and the public hearing date.
4. City Staff will prepare a report detailing the information related to the request, findings of fact and proposed ordinance.
5. The Ordinance will be introduced by the City Council.
6. At least three (3) days after introduction, the City Council may adopt the Ordinance, which then becomes effective 30 days after publication.
7. The City Council meets on the second and fourth Tuesday of every month.