Planning Department
City of Royal Oak
211 Williams Street / P.O. Box 64
Royal Oak, Michigan 48068-0064
(248) 246-3280 FAX (248) 246-3005
City Website: *ci.royal-oak.mi.us*

☐ **ALLEY**
☐ **STREET**
☐ **EASEMENT**
☐ **OTHER R-O-W**

Application for Vacation, Closure or Dedication of Public Rights-of-Way

Vacation, Closure Or Dedication Of:	☐ Alley	☐ Street	☐ Easement	☐ Other Public R-O-W
Legal Description Of The Property To Be Vacated, Closed or Dedicated				
	Located between:		&	
		(Street)		*(Street)*
Reason for Request:	☐ Improved		☐ Unimproved	

Applicant (Contact) Information	Name:					
	Address:					
	City:		State:		Zip:	-
	Phone:		or			
	Fax:		E-Mail:			

Signature

X_____

Signature of Applicant (to be witnessed by Notary)

STATE OF MICHIGAN,
COUNTY OF OAKLAND ss:
On this _____day of _____, A.D., 200__, before me personally appeared the above named person, who being duly sworn, says that he/she has read the foregoing application and knows the contents thereof, and that the same is true of his/her own knowledge, except as to the matters therein stated to be upon information and belief, and as to those matters, he/she believes it to be true.

_____

Notary Public of Oakland County, Michigan

My Commission Expires:_____

Checklist

1) Return the completed application to the Planning Department.
2) Payment of non-refundable fee.
   Payment to: "City of Royal Oak"
3) Legal description of requested vacation.
4) Copy of original plat map identifying subject area and adjoining properties.
5) Attached petition form. Signatures, including names and addresses, of abutting property owners of requested vacated alley, street or easement to verify concurrence with requested vacation.
6) Abutting properties shall include any parcel which shares all or part of a common lot line with or that is immediately adjacent to or contiguous with the easement or pubic rights-of-way requested to be vacated or closed.
7) The petitioner may wish to obtain letters from all applicable utility companies indicating no objection to the vacation.

Non-Refundable Fee (payment to: "City of Royal Oak")

☐ Vacation, closure or dedication of public alley, street, easement or other public rights-of-way. **$ 400**

Placement on Agenda

The application fee should be paid to: "City of Royal Oak", at the Treasurer's Office, on the first floor of the City Hall Building.

After all required information has been provided and reviewed by the necessary departments, including Planning, Engineering, Building Inspection, Public Services, Police and/or Fire Departments, the request will be scheduled for consideration at the next available City Commission agenda.

Applicant or representative must be present at all meeting(s).

Charter of the City of Royal Oak, Chapter 13, Section 2 states:
"When the Commission shall deem it advisable to vacate, discontinue, or abolish any street, alley, or public ground, or any part thereof, they shall, by resolution, so declare and in the same resolution shall appoint a time, not less than four weeks thereafter, when they shall meet and hear objections thereto. Notice of such meeting, with a copy of said resolution, shall be published once, not less than two weeks before the time appointed for such meeting, in a newspaper published and circulating in the City"

Treasurer's Office	
This application is valid if signed by the cashier at the Treasurer's Office, confirming payment of fee.	
Application Account Number:	**101.000.62901**
Receipt Number:	

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Petition

We, the undersigned, petition the City of Royal Oak as follows:

Street Address	Name (Print)	Signature