



Road Right-Of-Way (ROW) Vacation Application

City of Crosslake
13888 Daggett Bay Rd, Crosslake, MN 56442
218.692.2688 (Phone) 218.692.2687 (Fax)
www.cityofcrosslake.org

Receipt Number: _____

Property Owner(s): _____

Mailing Address: _____

Site Address: _____

Phone Number: _____

E-Mail Address: _____

Parcel Number(s): _____

Legal Description: _____

Section _____ Township 137 Range 27 / 28 (circle one)

Lake/River Name: _____

Do you own land adjacent to this parcel(s)? ____ Yes ____ No

If yes list Parcel Number(s) _____

Authorized Agent: _____

Agent Address: _____

Agent Phone Number: _____

Signature of Property Owner(s) _____ Date _____

Signature of Authorized Agent(s) _____ Date _____

(Check applicable requests)

Road Right-Of-Way (ROW) Vacation

Official Use Only:

Public Works Meeting Date: _____

Water Access ROW only; Parks & Recreation Meeting Date: _____

City Council Public Hearing Meeting Date: _____

- All applications must be accompanied by a signed Certificate of Survey (**Coordinate with city staff- Public Works, Parks & Recreation and City Attorney**)
- Fee \$1,000 for ROW Vacation Payable to “City of Crosslake”
- No decisions will be made on an applicant’s request at the Commission meeting(s). Approval or denial of applications is determined by the City Council at a public meeting as per Minnesota Statute 462 and the Code of City Ordinances, City of Crosslake, Chapter 42, Article V.

For Office Use:

Application accepted by _____ Date _____

Date of Approval: _____ **Denial:** _____ **by Public Works**

Date of Approval: _____ **Denial:** _____ **by Parks and Recreation**

Date of Approval: _____ **Denial:** _____ **by City Attorney**

Date of Approval: _____ **Denial:** _____ **by City Clerk**



RIGHT-OF-WAY VACATION APPLICATION CHECKLIST

Crosslake City Hall

13888 Daggett Bay Rd, Crosslake, MN 56442

Phone: (218) 692-2688 Fax: (218) 692-2687

Email: cityclerk@crosslake.net

Website: www.cityofcrosslake.org

1. All items on all pages must be completed in ink and submitted in an application before it will be processed. Incomplete applications will not be accepted and will be returned to the applicant(s).
2. The application must be submitted in the current property owner's name. If using an agent, an "Authorized Agent Form" must be submitted with the application. The land owner or agent must sign the application.
3. A Certificate of Survey must be submitted with the ROW Vacation application according to Chapter 42, of the City of Crosslake Code of Ordinances. **City staff (Public Works, Parks & Recreation and City Attorney) will coordinate with the applicant** to determine what information listed below is required to be on the survey:
 - Graphic scale
 - North point
 - Bearing/coordinate system
 - Date of preparation
 - Legal description of subject parcel boundary and resulting parcels
 - Property boundary with sufficient survey and mathematical data to locate and retrace the boundary
 - Location of right of ways, public roads and easements of record
 - Structure setbacks including all pertinent dimensions
 - Area of parcel(s) in square feet and acres
 - Total area of the parcel and area above ordinary high water elevation level, if riparian
 - Wetland Delineation
 - Buildable area of parcel(s)
 - Building envelope
 - Location, square footage and height of all existing and proposed structures/additions
 - Location of all wells (existing and proposed) and septic systems
 - Location and size of existing and proposed driveways, roads and easements
 - Nonconforming structure setbacks including all pertinent dimensions
 - Bluff or steep slopes including all pertinent dimensions and setbacks
 - Shoreline and ordinary high water elevation line, if riparian
 - Impervious coverage calculations
 - Right-of-Way area immediately adjacent to the parcel, to include all of the area to be vacated
4. For vacation by Petition: The original signed Petition that includes the majority of the owners on a front footage basis (per Chapter 42, Div. 3, Sec. 42-260)
5. Completed statement of why you are asking the City to vacate the Right-of-Way.
6. Include the \$1,000.00 non-refundable application fee. Make check payable to "City of Crosslake".
7. Accurate parcel ID#s must be given. (Parcel IDs are shown on your tax statement).
8. Locate and mark your property lines or lot corner monuments and stake out or flag the proposed project area(s) so they are clearly visible to the Public Works Commission and Park Board for their on-site visits.

9. When the application and all accompanying plans have been completed, you can mail or deliver the information to the Crosslake Planning and Zoning Office, Crosslake City Hall, 13888 Daggett Bay Rd, Crosslake, MN 56442. The appropriate fee must accompany all applications. Please make check payable to "City of Crosslake".
10. If your vacation application is approved, you must still obtain all necessary permits before starting your project(s) if applicable.
11. The applicant is responsible for securing any other local, state or federal permits that may be required. If the application involves work in wetlands, additional permits and approvals will be required to comply with the Minnesota Wetland Conservation Act and U.S. Army Corps of Engineers regulations.
12. Public hearing per Chapter 42 - No decisions will be made on an applicant's request at the Commission meetings. Approval or denial of application is determined by the City Council.

The applicant or agent hereby makes application for a ROW Vacation agreeing to do all such work in accordance with all City of Crosslake Ordinances. Applicant or agent agrees that application, surveys and other attachments submitted herewith are true and accurate. Applicant or agent agrees, that in making application for a vacation, applicant grants permission to City of Crosslake, at reasonable times to enter applicant's premises to determine compliance of that application with any applicable county, state or federal ordinances or statutes. If any of the information provided by the applicant in his/her application is later found or determined by the City to be inaccurate, the City may revoke the vacation based upon the supply of inaccurate information.

I have fully read and fully understand the above instructions. I hereby swear that all information provided in this application is true and correct.

Signature of owner(s) _____ Date _____

Signature of authorized agent(s) _____ Date _____