

CITY OF ALGONA

APPLICATION FOR Right-of-Way Vacation

200 Washington Boulevard
Algona, WA 98001
(253) 833-2897



Application #		Date Received	
Amount Paid		Received By	
Receipt #		Date Complete	

PROPERTY OWNER INFORMATION

Legal Owner's Name					
Owner's Address					
City		State		Zip	
Phone			Email		
I certify under the penalty of the laws of the State of Washington that I am the property owner of the property that is the subject matter of this application and I am authorizing to and hereby do consent to the filing of this application and acknowledge that the final approval by the City of Algona, if any, may result in restrictions, limitations, and construction obligations being imposed on this real property.					
Printed Name of Property Owner(s)					
Signature of Property Owner(s)					

APPLICANT INFORMATION (If different from property owner)

Applicant's Name					
Applicant's Address					
City		State		Zip	
Phone			Email		
Applicant's Signature					

PRIMARY CONTACT INFORMATION (If different from property owner)

Contact's Name					
Contact's Address					
City		State		Zip	
Phone			Email		

PROPERTY INFORMATION

Address			
Parcel Number(s)/			
Acreage/Square Feet		Current Zoning	
Current Use			
Proposed Use			
Outstanding Permit(s) Numbers			

PROJECT DESCRIPTION

Please provide a brief description of your proposal.	
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CITY OF ALGONA

SUBMITTAL REQUIREMENTS FOR Right-of-Way Vacation



MINIMUM SUBMITTAL REQUIREMENTS

The following items are the minimum initial submittal requirements for processing right-of-way vacations.

- ☐ A petition to the City Council signed by the owners of more than two-thirds of linear frontage abutting the portion of the public right-of-way sought to be vacated
- ☐ A title report for all properties adjacent to the proposed vacated right-of-way
- ☐ A vicinity map
- ☐ A legal description of the property to be vacated
- ☐ A copy of the record of survey, if available, for the subject right-of-way proposed for vacation, and abutting properties, streets and alleys within 100 feet on all sides of the proposed vacation
- ☐ Written evidence of any and all utility easements, or reservations, whether public or private, pertaining to the public right-of-way proposed for vacation, and, if the subject right-of-way encompasses any private utilities, a letter from all utility companies within the right-of-way consenting to the vacation
- ☐ A written narrative describing the reasons for the proposed vacation, the physical limits of the proposed vacation, and the public benefit of the proposed vacation
- ☐ An application fee of \$1,400
- ☐ Public hearing notification package

PROPERTY OWNER MAILING LABELS/PUBLIC HEARING NOTICE INFORMATION

The public hearing notification package is intended to identify all property owners within a 300-foot radius of the corners of the subject property, including any contiguously owned properties. For purposes of this requirement, multiple properties owned by a single entity shall count as one property. The package shall include the following:

1. Three (3) sets of self-addressed & stamped envelopes (self-sticking envelopes only) to be provided by the applicant (it is recommended that "Forever" stamps be used in case of future USPS increases). There shall be an envelope addressed to each property owner within 300 feet of the boundary of the subject property. Each envelope shall also include (in the upper left corner) the City of Algona (200 Washington Boulevard, Algona, WA 98001) as the return address. Each set of envelopes must be provided in a separate manila envelope folder.
2. A separate list of all addresses within 300 feet of the boundary of the subject property and their parcel numbers.
3. A copy of the King County Assessor's map identifying the properties within the 300-foot radius of the subject property.

INSTRUCTIONS FOR PETITIONING FOR A RIGHT-OF-WAY VACATION

The Revised Code of Washington (RCW) in Chapter 35.79 allows for and sets forth a procedure under which public streets and alleys may be vacated to adjacent property owners. A public street or alley vacation may be initiated in one of two ways.

First, the City Council can decide to vacate a street or alley and set a hearing date for public comment. All abutting property owners receive a notice of intent to vacate the street 15 days prior to the hearing. If 50% of the abutting property owners submit written objections to City prior to the hearing, then the City is prohibited from proceeding with the vacation action (RCW 35.79.020).

Second, a street vacation action may be initiated by two-thirds of the abutting property owners by submitting a Petition for Vacation of Street to the City (see attached forms). Upon submission of the petition the City is required to set a date for a public hearing on the vacation action (RCW 35.79.010). The City Council can decide to deny the petition, grant the petition, or grant a portion of the petition. Vacation does not take effect until the abutting property owners make compensation to the City. (RCW 35.79.030).

FILING OF RIGHT-OF-WAY VACATION PETITION

1. Submit completed petition application to the Public Works Director at Algona City Hall, 200 Washington Blvd, Algona, WA, 98001.
2. An application must be determined complete before the vacation request will be placed on the City Council agenda.
3. The street vacation petition will be scheduled for public hearing during a City Council meeting. The City will schedule a hearing date no sooner than twenty (20) days and no later than sixty (60) days after the application is determined to be complete.
4. Modifications or changes to the application must be submitted no later than two (2) weeks prior to the scheduled public hearing on the petition.

REQUESTS FOR RECONSIDERATION

Any aggrieved party may make a request for reconsideration of the City Council decision. Such a request for reconsideration must be filed with the City Clerk within ten (10) days of the notification of decision.

A request for reconsideration may be granted if it is found that: a) The application has been substantially modified; b) Irregularity in the hearing prevented a party from having a fair hearing; c) New discovered material evidence or information that could not have been reasonably produced at the hearing; or, d) Errors in law objected to in the reconsideration request by the party filing the request.

APPEALS

All decisions of the City Council may be appealed by filing a land use petition in King County superior court. Such petition must be filed within twenty-one (21) days of notification of issuance of decision. The appeal shall be a closed record appeal as defined in Section 402, Chapter 347, Laws of 1995. Upon filing of a motion for reconsideration, the time for an appeal shall not commence to run until such request is denied or until notification of issuance of decision following the granting of a reconsideration request.



Date _____

I hereby make application for the vacation of _____
from _____ to _____.

The reasons for the vacation are: _____

Public benefits to be derived from the vacation are: _____

**Property
Owner 1**

Parcel Number _____

Proponent's (Record Owner's) Signature _____

Print Name _____

Email _____ Phone Number _____

Office Use Lot _____ Block _____ Addition _____

**Property
Owner 2**

Parcel Number _____

Proponent's (Record Owner's) Signature _____

Print Name _____

Email _____ Phone Number _____

Office Use Lot _____ Block _____ Addition _____

**Property
Owner 3**

Parcel Number _____

Proponent's (Record Owner's) Signature _____

Print Name _____

Email _____ Phone Number _____

Office Use Lot _____ Block _____ Addition _____

**Property
Owner 4**

Parcel Number _____

Proponent's (Record Owner's) Signature _____

Print Name _____

Email _____ Phone Number _____

Office Use Lot _____ Block _____ Addition _____