



**CHECKLIST OF JOINT PRELIMINARY
ALLEY VACATING RIGHT-OF-WAY PLAT**

Note: The final plat shall not be a joint plat, and it shall be the same as a subdivision plat after the Town has vacated the right-of-way. The final plat for recording shall not show the vacated alley. However, a note shall be placed on the final plat stating a brief description of the position of the vacated alley and the date and ordinance number of the Town’s legal decision to vacate the right-of-way.

Y/N	Descriptive title of alley right-of-way to be vacated
	Names of abutting property owners on their respective lots
	Tax Map, Group and parcel number of all abutting lots
	All bearings
	Length of alley
	Width of alley
	Length of each lot line abutting the alley
	Setbacks of all existing buildings from the alley right-of-way
	Driveways
	Location of utility mains in lots adjoining the alley
	Location of sewer lines in and around the alley to the ends of lots abutting the alley
	Easements
	Location of all other utility structures in the easement; e.g. telephone and electricity poles
	All encroachments and appurtenances
	A note accurately describing the area to be vacated e.g “Entire alley proposed to be vacated”
	Legend
	North arrow
	Vicinity map (500' radius): if number of property owners abutting alley is less than 15, extend radius at 100' intervals to reach a minimum of 15 property owners. Do not exceed 1,500' radius
	Scale: 1"=60' or better
	Seal of surveyor
	Surveyor’s signed certification of accuracy
	Metes and bounds of the alley right-of-way proposed to be vacated: descriptions should read to the centerline unless property on either side of right-of-way are owned by the same person.
	Signature and date of each property owner with lots abutting the alley below the following <i>Certificate of Ownership and Petition</i> : “I hereby certify that I am the owner of the property shown and described hereon and that I adopt this plan of public alleyway proposed to be vacated.” If a property owner could not be contacted, put “NO CONTACT” on the signature line. If a property owner objects vacating the right-of-way, put “CONTEST” on the signature line.