

## **Procedure for Vacation or Abandonment of Right of Way on Easement**

1. Acquire applications from the Building Department located at 1000 Avalon Avenue, Muscle Shoals, and AL 35661 (256) 386-9205, Monday –Friday 7:45 a.m.- 4:30 p.m.
2. Complete application (provide a copy of a tax map showing location of the right of way requested to be vacated and all adjoining property owners) and return to the Building Department with payment of \$100.00.
3. Applications will be forwarded by mail or in person to the following departments for comments and approval or disapproval with any restrictions: White Lynn & Collins (city engineer), Fire Department, Police Department, Street & Sanitation Department, Public Utilities Board, Electric Department, and North Alabama Gas. Some departments have boards that meet once a month that must approve or disapprove request.
4. All department approvals must be received by the Building Department by the second Tuesday of the month in order for the request to be placed on the Planning Board agenda for that month. Those not received by that time frame will be considered the following month. Planning Board meets the 4<sup>th</sup> Tuesday of each month at 6:00 p.m.
5. Planning Board will vote on request to approve, disapprove, or approve with modifications.
6. Applicant(s) must have his or her attorney draw up petition to vacate, a resolution, and quit claim deeds for all adjoining property owners. All adjoining property owners must sign the petition. A letter from an abstract company or licensed attorney verifying proof of ownership of all owners is required. Original documents along with the documents on a digital media must be returned to the Building Department before Wednesday to be placed on the Muscle Shoals City Council meeting, which takes place the 1<sup>st</sup>. and 3<sup>rd</sup>. Mondays of each month.
7. The City of Muscle Shoals will record all documents at the Colbert County Courthouse and the applicant(s) will be responsible to reimburse the City for recording fees.

