



Summit County Engineering Department  
P.O. Box 128  
60 North Main Street  
Coalville, Utah 84017  
Phone: 435-615-3250  
Fax: 435-615-3043  
[www.summitcounty.org/engineering](http://www.summitcounty.org/engineering)

# SUMMIT COUNTY ROAD VACATION APPLICATION

## CHECKLIST AND REVIEW PROCEDURE FOR ROAD VACATION - NOT IN A SUBDIVISION

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### ▪ SUBMISSION REQUIREMENTS

- *Application form:* Completed and signed by the petitioner(s).
- *Petition Letter:* Identify the reason(s) for the Plat Amendment.
- *Fee:* One payment will be accepted for the review fees.
  - *Engineering Fee:* \$400.00
- *Submittal Requirements:*
  - Vicinity Map showing the road to be vacated;
  - List of Parcel affected by the vacation;
  - Justification for vacating the public road/right-of-way;

### • REVIEW PROCEDURE

1. The County Engineer will review the application and send the request to other potentially affected Departments and any other applicable service providers for their review and comment. When their comments are received, the County Engineer will contact the applicant to discuss any comments received.
2. *Petition before the County Council:*
  - a. The County Engineer will schedule a public hearing before the County Council. The notice includes publishing the Petition to Vacate the Public Road/Right-of-Way in a local newspaper for a period not less than 30 days and mailing a notice to all property owners located within 1000' of the subject public road/right-of-way.
  - b. Following the public hearing, the County Council shall; approve the petition; or approve the petition with conditions; or deny the petition.
  - c. If the County Council approves the petition, or approves the petition with conditions, an Ordinance is drafted for the County Council's consideration at a future County Council meeting.
  - d. The Ordinance is recorded in the Summit County Recorder's Office.

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## ROAD VACATION APPLICATION FORM

### Petitioner:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

### Authorized Representative to Whom All Correspondence is to be sent:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

### Road Information:

Road Name: \_\_\_\_\_ (If Road is within a subdivision; use Plat Amendment Application from Community Development)

Road Locations: Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Adjacent Parcel Numbers: \_\_\_\_\_

### Justification for Vacating the Road/Right-of-Way:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Attach any supporting information that would be helpful for the County Council and Staff while considering the petition.*

### FOR OFFICE USE ONLY

**Engineering Fee:** \$400.00

RECEIPT #: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

**PETITIONER(S) ACKNOWLEDGEMENT**

All application fees must be paid at time of application submittal. No application will be processed until all application fees are paid.

**PLEASE NOTE REGARDING FEES:** the payment of fees and /or the acceptance of such fees by County Staff does not constitute any sort of approvals, or signify that the application is complete or appropriate in any manner. The collection of fees is simply a requirement to begin the review process that will ultimately make such determinations.

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I hereby declare under penalty of perjury that this application form, and all information submitted as part of this application form is true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application form be incorrect or untrue, I understand that Summit County may rescind any approval or sufficiency determination, or take other appropriate action.

**Petitioner(s) Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_