Development Engineering
Vacation Process

Applicant
- Prepares Application Submittals

Applicant
- Submits the Application Package
- Pay Fees

Development Engineering
- Prepare Planning and Environmental Review Letters
- Write Abandonment Conditions

Development Engineering
- Prepare and Review Council Report

Development Engineering
- Prepare Various Affidavits and Engineer Reports

Development Engineering
- Council Report to City Clerk
- Publicly Post Abandonment

City Clerk
- Advertises hearing twice in newspaper

Development Engineering
- Reviews Application

Incomplete Application
- On hold awaiting re-submittal

Development Engineering
- Talk to applicant regarding application status

City Clerk
- City Council Hearing Meeting for the Vacation
- Conditions of Approval Satisfied
- Record the Resolution
**Development Engineering Summary Vacation Process**

- **Applicant** - Prepares Application Submittals
  - Submits the Application Package
  - Pay Fees

- **Development Engineering** - Prepares and Reviews Council Report
  - Prepare Planning and Environmental Review Letters
  - Prepare Various Affidavits and Engineer Reports

- **Development Engineering** - On hold awaiting re-submittal

- **Development Engineering** - Talk to applicant regarding application status

- **Public Works** - Council Report to City Clerk
  - City Council Consent Meeting for the Vacation
  - Record the Resolution