



VACATION OF EASEMENT PROCESS

Step 1 – Filing the Application

The applicant must submit an application to the Development Services Department, including the following:

- **Application Form** – completed and signed by the applicant and property owner(s).
- **Fees** - Application filing fee, payable to the City of Lee's Summit - \$150. An application may be withdrawn upon written request, and the fee will be refunded.
- **Drawings** – A plat or other drawing indicating the easement(s) to be vacated. Number of copies as shown on the Submittal Copies Chart, plus one 8 ½" by 11" reduction **and electronic copy of the drawing and legal description**. Scale – not less than 1" = 100'.
- **Deadline** - Items will be placed on the Planning Commission agenda based upon the deadline schedule and completeness of the application submittal.

Step 2 – City Staff Review

- A Planner will be assigned as the project lead. The Development Review Committee (DRC) is a staff-only committee consisting of 10 to 15 representatives of various city departments and divisions that reviews each item and identifies relevant issues. If there are any comments for the applicant, they will be sent to all parties listed on the application form.
- The City will send letters to the utility companies for their input: KCP&L (electric), Missouri Gas Energy (gas), AT&T (telephone), Time Warner and Comcast (cable), as well as to the City's Public Works and Water Utilities Departments, for their input.

Step 3 – Planning Commission

- Development Services will place the item on the Planning Commission agenda. A copy of the Planning Commission agenda and staff recommendation will be sent to the applicant prior to the meeting.
- The Commission meets on the second and fourth Thursdays of each month in the Council Chambers of City Hall at 220 SE Green Street.
- The applicant is expected to make a brief presentation, describing the request and responding to any concerns raised in the City staff's report.
- The Planning Commission's action is a recommendation to the City Council to either approve, approve with conditions, or deny the application. The Planning Commission may continue an application to allow further study or the submission of more information.

Step 4 – City Council – Ordinance

- The Lee's Summit City Council meets on the first and third Tuesday of each month at the Council Chambers of City Hall at 220 SE Green Street.
- A vacation of easement will be on the Council agenda under Ordinances. Ordinances are generally read and voted on by the Council with little or no discussion. However, the applicant is advised to be present in case there are any questions. The City Council will vote on whether or not to adopt the Ordinance vacating the easement.
- A vacation of easement does not become a legal document until the ordinance is recorded by the Jackson or Cass County Recorder of Deeds. A copy of the recorded document is returned to the Development Services Department.



OWNERSHIP AFFIDAVIT

STATE OF MISSOURI)

ss.

COUNTY OF JACKSON)

Comes now _____ (owner)

who being duly sworn upon his/her oath, does state that he/she is the owner of the property

legally described as _____

and acknowledges the submission of the application for vacation of easement on said property under the City of Lee's Summit Unified Development Ordinance.

Dated this _____ day of _____, 20____

Signature of Owner

Printed Name

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public

My Commission Expires