

Development Services

Planning Division

4200 Mills Civic Parkway, Suite 1D | developmentsservices@wdm.iowa.gov | p: 515-222-3620 | f: 515-273-0603

Application Checklist **VACATION REQUEST**

At time of application, you will be required to provide the following:

1. A letter of intent describing the project, identifying the project contact person(s), and any other information relevant for staff's review.
2. A PDF of the vacation exhibit
3. A Word document of the legal descriptions for the property of the larger parcel and the portion of property or easement that is being vacated

Your vacation exhibit shall include at least the following:

1. Legal description including total acreage of property for the larger parcel and the portion of property or easement to be vacated
2. Date, compass point, legend of symbols and scale (written and graphic)
3. Vicinity map that accurately represents the area including recent developments
4. If platted; name of plat, date platted and legal description of the plat
5. Land owner's and applicant's name, address, and contact information
6. Name, address, and contact information of engineer and/or surveyor
7. Property or subdivision boundary lines including dimensions
8. Location of existing and proposed easements for all utilities, rights-of-way, buffers, railroads, drainage facilities, etc... shall be shown and appropriately labeled with reserved width, type, book and page, and whether public or private
9. Location, size, footprint and use of all buildings &/or structures, existing and proposed, and their relationship to setbacks.
10. Zoning classification of subject and adjoining properties
11. Location of all existing and proposed roads, alleys, streets and highways on or adjoining the subject property labeled with name, pavement width, half right of way widths should be dimensioned from centerline of right of way, full right of way width dimension and whether public or private
12. Bearings and dimensions of proposed area to be vacated
13. All established floodway, floodway fringe and flood plain overlay lines