

**City of Ottawa Community Development Department**

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[www.ottawaks.gov](http://www.ottawaks.gov)

**Application to Vacate Streets, Alley's, and Easements**

Applicant: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Application to vacate:**

**Fee: \$25.00**

Street \_\_\_\_\_ Alley \_\_\_\_\_ Setbacks \_\_\_\_\_ Utility Easement \_\_\_\_\_ Subdivision \_\_\_\_\_

Approximate location of the area to be vacated: \_\_\_\_\_

Describe location (nearest street, landmarks, etc.): \_\_\_\_\_

\_\_\_\_\_

Reason for vacating: \_\_\_\_\_

\_\_\_\_\_

Names and mailing address of all property owners abutting the area requested to be vacated:

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

The following non-conformities exist on this property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date