



Type IV Vacation Submission Requirements

1 page

All of the following materials must be submitted with your application. All plans should be drawn to engineering scale (1" = 10' or 1" = 20' preferred). Prior to submitting application materials, a pre-application conference with City Staff is necessary to discuss procedures for approval, applicable state and local requirements, objectives and policies of the Sandy Comprehensive Plan, and the availability of services.

Obtain a current copy of the county assessor maps (tax maps) that include the area to be vacated and the affected area, which is the area including all parcels abutting the proposed vacation area and extending laterally to the next street that serves as a parallel street (or a maximum of 200 feet). In addition, land located within 400 feet of both terminuses of the proposed vacation shall also be included. Clearly outline on the map(s) your property and the area proposed for vacation. Also draw two lines indicating the distances of 200 feet (if appropriate) and 400 feet from both terminuses (affected area). Check the scale shown on each map, and use the adjoining maps if necessary to include all property.

As required by Oregon Revised Statute 271.080, signed petitions of consent from all properly owners abutting the proposed vacation and at least two-thirds of property owners in the affected area must be obtained. Obtain names, addresses and tax lot numbers of all owners of property abutting the proposed vacation and those in the affected area, as listed on the last preceding tax roll of the Assessor of Clackamas County.

A. One (1) copy of:

1. Land Use Application Form;
2. Narrative addressing Comprehensive Plan goals and policies, Development Code requirements, and the need for the vacation; and
3. 8-1/2" x 11" reduction of plan set.

B. Two (2) copies of: *(additional copies may be requested once the application is deemed complete)*

1. Site Plan showing the applicant's entire property and the surrounding area to a distance sufficient to determine the relationship between the applicant's property and proposed development, and adjacent property and its developed areas.

C. Filing Fee per Fees and Charges Resolution