

HOW TO PETITION THE CITY FOR VACATION OF PUBLIC EASEMENT

Throughout the City of Joliet there are many miles of public streets, alleys, and easements in which the City retains certain real estate rights and interests. In some cases, there may no longer be a public need to retain these interests, and the easement may be "vacated" by the City upon a request from adjacent property owners.

Easement vacations are first reviewed by a committee, and then are reviewed by City Council for a final decision. In order for property owners to petition the City for vacation of a recorded easement, the following procedure should be followed:

1. Applicant checks with Planning Division staff to discuss requirements and feasibility of the proposed easement vacation.
2. Applicant **files a petition** for vacation of a public easement.
 - a. Submission requirements
 - i. Petition for Vacation of Easement
 - ii. Ownership Disclosure
 - iii. Plat of Easement Vacation (see ProjectDox submission)
 - iv. Fees
 - b. ProjectDox submission**
 - i. The applicant must upload the plat into the ProjectDox Planning Application
 - a. See "ProjectDox Planning Application Info Sheet"
 - ii. The plat will undergo review cycles until the plat has been approved in ProjectDox by all City review groups.
 - c. Review by utility companies:
 - i. Utility companies may need to sign off on the easement vacation request. City staff will work with the applicant to determine what may be needed.
3. After a petition is submitted, staff reviews the application for completeness.
 - a. If items are still needed, staff will inform the applicant of any remaining requirements.
 - b. The ProjectDox review of the plat must be fully approved by all staff review groups to be considered complete.
4. Once the petition is determined to be complete, the petition will be scheduled for a committee meeting.
 - a. Staff will communicate the meeting date to the applicant.

5. Staff prepares a memo to the committee.
6. The petition is reviewed at the **committee meeting**.
 - a. The applicant or authorized agent may be required to attend the meeting to represent the petition and answer any questions.
7. **City Council** reviews the easement vacation request.
 - a. It is recommended that the applicant or authorized agent attend the pre-Council and Council meetings.
 - b. Council meetings are held on the first and third Tuesdays of the month at 6:30 p.m. in the City Hall Council Chambers; Pre-Council meetings are held at 5:30 p.m. on the Monday before the Council meeting.
 - c. Planning staff will coordinate the Council date with the applicant.
8. If approved, the City Clerk will **record the ordinance**.

Forms: Applications, the ownership disclosure, the fee schedule, and meeting dates can be found on the City's website: <https://www.joliet.gov/government/departments/community-development/planning-zoning/boards-commissions>

DATE FILED: _____

PETITION FOR VACATION OF PUBLIC EASEMENT

PETITIONER'S NAME: _____

PROPERTY INTEREST OF PETITIONER: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ EMAIL: _____

PLAT OF VACATION ATTACHED: Yes ___ No ___

TYPE OF REQUEST: Public Utility Easement ___ Detention Easement ___

Other _____

COMMON ADDRESS: _____

PROPERTY INDEX NUMBER: _____

LEGAL DESCRIPTION OF PROPERTY (attached preferred): _____

EASEMENT SIZE: Width _____ Depth _____ Area _____

USES OF SURROUNDING PROPERTIES:

North: _____

South: _____

East: _____

West: _____

PROPOSED USE AFTER VACATION: _____

REASON FOR REQUEST: _____

STATE OF _____) SS
COUNTY OF _____)

I, _____, depose and say that the foregoing statements are true and correct to the best of my knowledge and belief.

Date: _____

Petitioner's Signature

Subscribed and sworn to before me

this _____ day of _____, 20 _____

Notary Signature: _____

(Seal)

CITY OF JOLIET OWNERSHIP DISCLOSURE FORM

The City of Joliet requires that applicants for zoning relief, subdivision approval, building permits and business licenses disclose the identity of all persons having an ownership interest in the business and the real property associated with the application. A copy of this form must be completed and submitted with other application materials. Failure to properly complete and submit this form may result in the denial of the application.

I. INFORMATION ABOUT THE APPLICATION

This form is submitted as part of an application for the following (check all that apply):

- Rezoning, Special Use Permit, Variation, or Other Zoning Relief (Complete Sections II and III)
- Preliminary Plat, Final Plat, or Record Plat of Subdivision (Complete Sections II and III)
- Building Permit (Complete Sections II and III)
- Business License (Complete All Sections)

II. INFORMATION ABOUT THE PROPERTY

The address and PIN(s) of the real property associated with this application are:

PIN(s): _____

III. PROPERTY OWNERSHIP

Select the type of owner of the real property associated with this application and fill in the appropriate contact information below:

- Individual:** State the names, addresses, and phone #'s of the individual owner(s)
- Corporation:** State the names, addresses, and phone #'s of all persons holding 3% or more of the stock of the corporation and the percentage of shares held by such stockholders
- Limited Liability Company:** State the names, addresses, and phone #'s of all members of the company along with the percentage of ownership held by each member
- Land Trust:** State the names, addresses, and phone #'s of the trustee(s) and all beneficiaries
- Partnership:** State the names, addresses, and phone #'s of all partners
- Other type of organization:** State the names, addresses, and phone #'s of all persons having a legal or equitable ownership interest in the organization or the right to direct the affairs of the organization

E-MAIL: _____ **FAX:** _____

IV. BUSINESS OWNERSHIP

If the owner of the business is different than the owner of the real property associated with the application, then the following information must be provided:

Select the type of business owner associated with this application and fill in the contact information below:

- Individual:** State the names, addresses, and phone #'s of the individual owner(s)
- Corporation:** State the names, addresses, and phone #'s of all persons holding 3% or more of the stock of the corporation and the percentage of shares held by such stockholders
- Limited Liability Company:** State the names, addresses, and phone #'s of all members of the company along with the percentage of ownership held by each member
- Partnership:** State the names, addresses, and phone #'s of all partners
- Other type of organization:** State the names, addresses, and phone #'s of all persons having a legal or equitable ownership interest in the organization

E-MAIL: _____ **FAX:** _____

NOTE:

If a stockholder, member, beneficiary or partner disclosed in Section III or Section IV is not an individual, then the individuals holding the legal or equitable title to the real property or business associated with the application must also be disclosed. For example, if the real property associated with an application is owned by a land trust, and the beneficiary of the land trust is a limited liability company, then the members of the limited liability company must be disclosed. If one of the members of the limited liability company is a partnership, then the identity of the partners must be disclosed. If one of the partners is a corporation, then all persons owning 3% or more of the issued stock must be disclosed.

SIGNED: _____

DATE: _____

Name, Title, and Telephone Numbers of Person Completing and Submitting This Form:
