



CITY OF RUSSELLVILLE  
Planning and Development Department

220 N. Knoxville

Russellville, AR 72801

Telephone (479) 968-1002; Fax (479) 968-2358

**PETITION TO THE CITY OF RUSSELLVILLE TO VACATE RIGHT OF WAY OR EASEMENTS**

*All items must be completed. Mark "NA" if Not Applicable. If additional space is needed, attach more pages to this form. Failure to provide a complete application could result in postponement of application being heard before the Planning Commission.*

**We, the undersigned property owners, hereby petition the City of Russellville, Arkansas to close the street, alley, or easement described herein: (LEGAL DESCRIPTION)**

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

**We State that:**

1. The petitioners are the owners of all the property abutting upon said street, alley, or easement
2. The street, alley, or easement has never been used by the public in any matter; and
3. It would be in the best interest of the public and the City of Russellville for said street, alley, or easement to be closed due to the following reasoning:

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

**THE APPLICATION SHALL INCLUDE:**

- |                                                        |                                            |
|--------------------------------------------------------|--------------------------------------------|
| 1. This application for petition                       | 2. Letters from ALL Utility Companies      |
| 3. Copy of the Plat showing proposed ROW and Easements | 4. Copy of Plat showing area to be vacated |

**Once an application to Vacate Right of Way or Easement has been recommended by the Planning Commission and forwarded to the City Council for approval, the following is an outline of the process that the Ordinance must go through. Each publication and recording fee are additional charges that the applicant bears the cost of.**

- 1 **Public Hearing.** Notice of Public Hearing is required to be published in the local newspaper - 2 times; and
- 2 **Ordinance.** City Council reads the ordinance into record three times, the Council adopts said ordinance, then it is published in the local newspaper; and
- 3 **Recording Fee.** Once adopted by City Council, the ordinance is required to be recorded in the Pope County Circuit Clerks Office.

**Respectfully Submitted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.**

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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**Signature:** \_\_\_\_\_

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**Telephone:** \_\_\_\_\_

**Signature:** \_\_\_\_\_