



**DEPARTMENT OF COMMUNITY DEVELOPMENT  
RIGHT-OF-WAY VACATION INFORMATION**

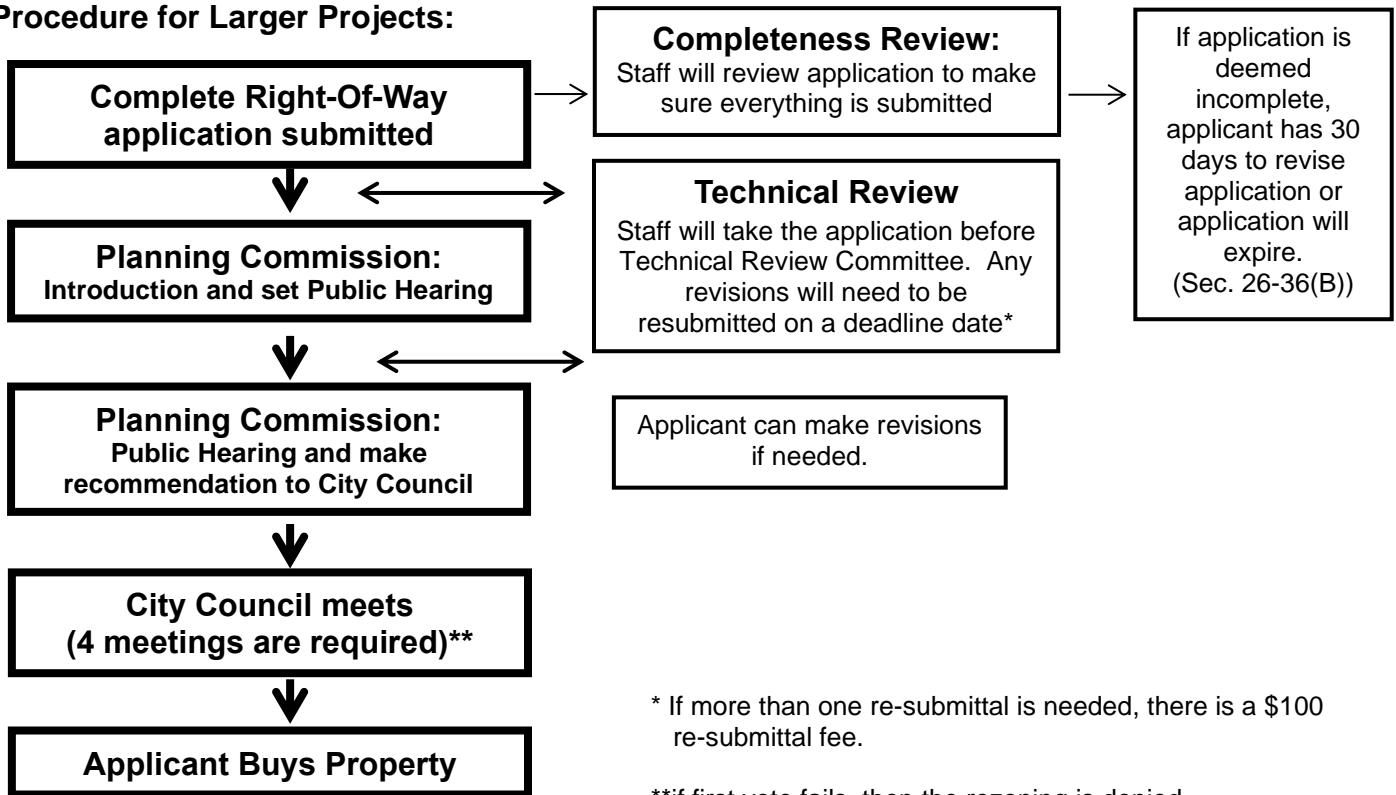
City of Cedar Falls  
220 Clay Street  
Cedar Falls, Iowa 50613

**General Information:** A right-of-way vacation is when a property owner can have the public’s interest in a right-of-way removed. This will allow the vacated right of-way to be purchased for fair market value by the neighboring property owner(s) to become part of their property. Applications for requesting a right-of-way vacation within the City of Cedar Falls will be considered when all required documents and fees are submitted. Requests are reviewed by city staff, Planning and Zoning Commission, and City Council. This process typically takes three to four months. It is highly recommended that the applicant or a representative be present at each meeting.

**Deadline:** Applications must be submitted by 5 PM as per submittal deadlines; see attached Planning and Zoning Commission Schedule for more details.

**Application Submittal Instructions:** Submit all required documents with fee to the Planning and Community Services Division and email to [planning@cedarfalls.com](mailto:planning@cedarfalls.com) by the deadline. An application checklist is provided to assist in a complete submittal.

**Procedure for Larger Projects:**



\* If more than one re-submittal is needed, there is a \$100 re-submittal fee.

\*\*if first vote fails, then the rezoning is denied

Schedule of Applications 2023							
Complete Application/ Re-submittal Deadline <i>DUE BY 5PM</i>	Internal Technical Review Committee Meeting***	Submittal of Packets	P&Z Meeting ** Preliminary Consideration	Submittal of Packets2	P&Z Meeting ** Formal Recommendation	Council Submittal Deadline	CC Meeting (tentative)
<b>12/22/2022*</b>	1/4/2023	1/19/2023	1/25/2023	2/2/2023	2/8/2023	2/27/2023	3/6/2023
1/9/2023	1/18/2023	2/2/2023	2/8/2023	2/16/2023	2/22/2023	3/13/2023	3/20/2023
1/23/2023	2/1/2023	2/16/2023	2/22/2023	3/2/2023	3/8/2023	3/27/2023	4/3/2023
2/6/2023	2/15/2023	3/2/2023	3/8/2023	3/16/2023	3/22/2023	4/10/2023	4/17/2023
2/20/2023	3/1/2023	3/16/2023	3/22/2023	4/6/2023	4/12/2023	4/24/2023	5/1/2023
3/6/2023	3/15/2023	4/6/2023	4/12/2023	4/20/2023	4/26/2023	5/8/2023	5/15/2023
3/27/2023	4/5/2023	4/20/2023	4/26/2023	5/4/2023	5/10/2023	5/29/2023	6/5/2023
4/10/2022	4/19/2022	5/4/2023	5/10/2023	5/18/2023	5/24/2023	6/12/2023	6/19/2023
4/24/2023	5/3/2023	5/18/2023	5/24/2023	6/8/2023	6/14/2023	6/26/2023	7/3/2023
5/8/2023	5/17/2023	6/8/2023	6/14/2023	6/22/2023	6/28/2023	7/10/2023	7/17/2023
<b>5/26/2023*</b>	6/7/2023	6/22/2023	6/28/2023	7/6/2023	7/12/2023	7/31/2023	8/7/2023
6/12/2023	6/21/2023	7/6/2023	7/12/2023	7/20/2023	7/26/2023	8/14/2023	8/21/2023
6/26/2023	7/5/2023	7/20/2023	7/26/2023	8/3/2023	8/9/2023	9/4/2023	9/11/2023
7/10/2023	7/19/2023	8/3/2023	8/9/2023	8/17/2023	8/23/2023	9/18/2023	9/25/2023
7/24/2023	8/2/2023	8/17/2023	8/23/2023	9/7/2023	9/13/2023	10/2/2023	10/9/2023
8/7/2023	8/16/2023	9/7/2023	9/13/2023	9/21/2023	9/27/2023	10/9/2023	10/16/2023
8/28/2023	9/6/2023	9/21/2023	9/27/2023	10/5/2023	10/11/2023	10/30/2023	11/6/2023
9/11/2023	9/20/2023	10/5/2023	10/11/2023	10/19/2023	10/25/2023	11/13/2023	11/20/2023
9/25/2023	10/4/2023	10/19/2023	10/25/2023	11/2/2023	11/8/2023	11/27/2023	12/4/2023
10/9/2023	10/18/2023	11/2/2023	11/8/2023	11/16/2023	<b>11/21/2023*</b>	12/11/2023	12/18/2023
10/23/2023	11/1/2023	11/16/2023	<b>11/21/2023*</b>	12/7/2023	12/13/2023	12/21/2023*	<b>1/2/2024*</b>
11/6/2023	11/15/2023	12/7/2023	12/13/2023	12/20/2023	12/27/2023	1/8/2024	<b>1/16/2024*</b>
11/27/2023	12/6/2023	12/20/2023	12/27/2023	1/4/2024	1/10/2024	1/29/2024	2/5/2024
12/11/2023	12/20/2023	1/4/2024	1/10/2024	1/18/2024	1/24/2024	2/12/2024	2/19/2024
<b>12/21/2023*</b>	1/3/2024	1/18/2024	1/24/2024	2/8/2024	2/14/2024	2/26/2024	3/4/2024
1/8/2024	1/17/2024	2/8/2024	2/14/2024	2/22/2024	2/28/2024	3/11/2024	3/18/2024
1/29/2024	2/7/2024	2/22/2024	2/28/2024	3/7/2024	3/13/2024	3/25/2024	4/1/2024
2/12/2024	2/21/2024	3/7/2024	3/13/2024	3/21/2024	3/27/2024	4/8/2024	4/15/2024
2/26/2024	3/6/2024	3/21/2024	3/27/2024	4/4/2024	4/10/2024	4/29/2024	5/6/2024
3/11/2024	3/20/2024	4/4/2024	4/10/2024	4/18/2024	4/24/2024	5/13/2024	5/20/2024

\* Dates shifted to avoid holidays.

\*\* Applications will be forwarded to P&Z once deemed complete and accurate.

\*\*\* If initial Technical Review Committee comments/corrections are extensive another review by the Technical Review Committee will be required.



**DEPARTMENT OF COMMUNITY DEVELOPMENT  
RIGHT-OF-WAY VACATION APPLICATION**

**City of Cedar Falls  
220 Clay Street  
Cedar Falls, Iowa 50613**

Applicant's Name: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_

Location of Proposed Vacation: \_\_\_\_\_

Vacation Type:     Alley         Easement         Street

**A COMPLETE SUBMITTAL INCLUDES A PAPER AND ELECTRONIC COPY OF:**

- Cover letter stating intent and reason for Right-Of-Way Vacation request
- Nonrefundable fee: \$200
- Lot numbers vacation would affect/ touches
- Vacate Awareness Form: signatures of abutting owners or individual letters
- Legal description of vacation area (Word)
- Independent Appraisal to determine fair market value of the vacation area. [Iowa Code 306.23(1)]
- Plat of Survey (if applicable) (PDF)

To the best of my knowledge the foregoing and attached statements are true and correct, I sign this completed application with the intent of requesting a right-of-way vacation.

\_\_\_\_\_  
Applicant's Signature (if different):

Date: \_\_\_\_\_

### VACATE AWARENESS FORM

I understand the area proposed to be vacated (as shown on attached map).  
If approved, I understand it would be sold at market value.

Printed Owner Name	Owner Signature	Address	I am interested in my portion:
			Y / N
			Y / N
			Y / N
			Y / N
			Y / N
			Y / N
			Y / N
			Y / N
			Y / N