



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 can result in the vacated right of-way being purchased by the neighboring property owner to become part of their property. The value of the right-of-way is determined by averaging the land values of the surrounding properties. 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.

Examples when a vacation would be appropriate (this list is not all inclusive):

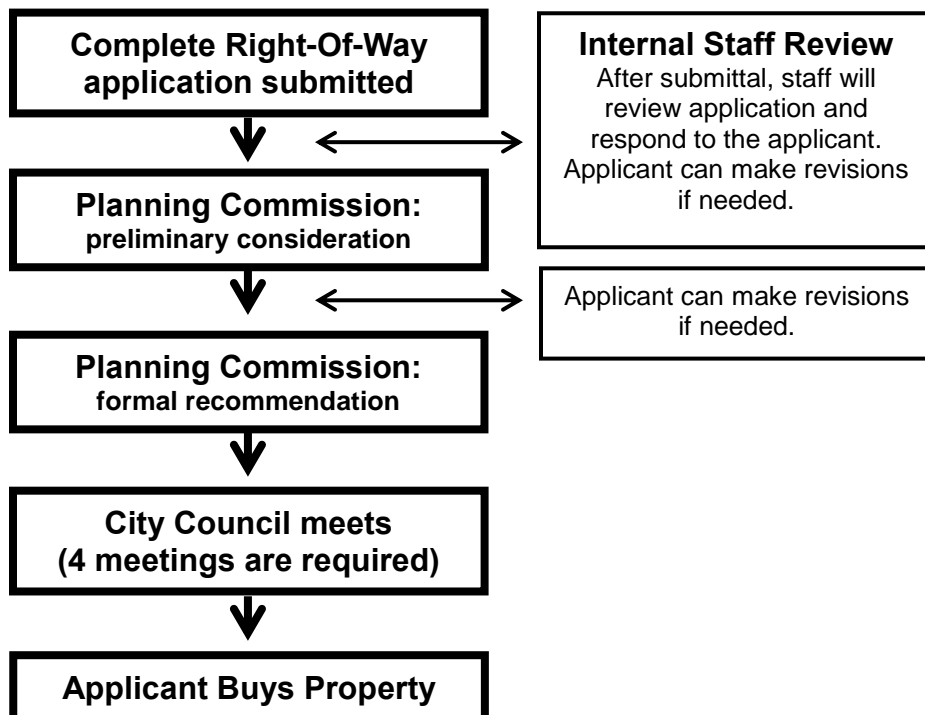
- Current access easement has not been used or never been improved
- Easement only really needed for utilities

Partial vacations are strongly discouraged.

Deadline: Applications must be submitted by 12 PM (noon) on the second and fourth Wednesdays of the month; see Planning and Zoning Commission Schedule of Applications.

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

Procedure for Larger Projects:



Planning & Zoning Commission

Schedule of Applications 2019

Complete Application/ Re-submittal Deadline	Internal Technical Review Committee Meeting***	Distribution of Packets	P&Z Meeting ** Preliminary Consideration	Distribution of Packets2	P&Z Meeting ** Formal Recommendation	Distribution of Packets3	CC Meeting (tentative)
<i>DUE BY 5PM</i>							
11/26/2018	12/5/2018	12/21/2018	12/26/2018	1/4/2019	1/9/2019	2/1/2019	2/4/2019
12/10/2018	12/19/2018	1/4/2019	1/9/2019	1/18/2019	1/23/2019	2/15/2019	2/18/2019
12/26/2018*	1/2/2019	1/18/2019	1/23/2019	2/8/2019	2/13/2019	3/1/2019	3/4/2019
1/7/2019	1/16/2019	2/8/2019	2/13/2019	2/22/2019	2/27/2019	3/15/2019	3/18/2019
1/21/2019	2/6/2019	2/22/2019	2/27/2019	3/8/2019	3/13/2019	3/29/2019	4/1/2019
2/11/2019	2/20/2019	3/8/2019	3/13/2019	3/22/2019	3/27/2019	4/12/2019	4/15/2019
2/25/2019	3/6/2019	3/22/2019	3/27/2019	4/5/2019	4/10/2019	5/3/2019	5/6/2019
3/11/2019	3/20/2019	4/5/2019	4/10/2019	4/19/2019	4/24/2019	5/17/2019	5/20/2019
3/25/2019	4/3/2019	4/19/2019	4/24/2019	5/3/2019	5/8/2019	5/31/2019	6/3/2019
4/8/2019	4/17/2019	5/3/2019	5/8/2019	5/17/2019	5/22/2019	6/14/2019	6/17/2019
4/22/2019	5/1/2019	5/17/2019	5/22/2019	6/7/2019	6/12/2019	6/29/2019	7/1/2019
5/6/2019	5/15/2019	6/7/2019	6/12/2019	6/21/2019	6/26/2019	7/12/2019	7/15/2019
5/24/2019*	6/5/2019	6/21/2019	6/26/2019	7/5/2019	7/10/2019	8/2/2019	8/5/2019
6/10/2019	6/19/2019	7/5/2019	7/10/2019	7/19/2019	7/24/2019	8/16/2019	8/19/2019
6/24/2019	7/3/2019	7/19/2019	7/24/2019	8/9/2019	8/14/2019	8/30/2019	9/3/2019*
7/8/2019	7/17/2019	8/9/2019	8/14/2019	8/23/2019	8/28/2019	9/13/2019	9/16/2019
7/22/2019	8/7/2019	8/23/2019	8/28/2019	9/6/2019	9/11/2019	10/4/2019	10/7/2019
8/12/2019	8/21/2019	9/6/2019	9/11/2019	9/20/2019	9/25/2019	10/18/2019	10/21/2019
8/26/2019	9/4/2019	9/20/2019	9/25/2019	10/4/2019	10/9/2019	11/1/2019	11/4/2019
9/9/2019	9/18/2019	10/4/2019	10/9/2019	10/18/2019	10/23/2019	11/15/2019	11/18/2019
9/23/2019	10/2/2019	10/18/2019	10/23/2019	11/1/2019	11/6/2019*	11/27/2019*	12/2/2019
10/7/2019	10/16/2019	11/1/2019	11/6/2019*	11/15/2019	11/20/2019*	12/13/2019	12/16/2019
10/21/2019	10/30/2019	11/15/2019	11/20/2019*	11/27/2019*	12/4/2019*	1/3/2020	1/6/2020
11/4/2019	11/13/2019	11/27/2019*	12/4/2019*	12/13/2019	12/18/2019*	1/17/2020	1/20/2020
11/18/2019	11/26/2019*	12/13/2019	12/18/2019*	1/3/2020	1/8/2020	1/31/2020	2/3/2020
12/9/2019	12/18/2019	1/3/2020	1/8/2020	1/17/2020	1/22/2020	2/14/2020	2/17/2020
12/23/2019	1/2/2020*	1/17/2020	1/22/2020	2/7/2020	2/12/2020	2/28/2020	3/2/2020

* 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.

Property Owner's Signature: _____ Date: _____

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