



**DEPARTMENT OF COMMUNITY DEVELOPMENT
EASEMENT VACATION INFORMATION**

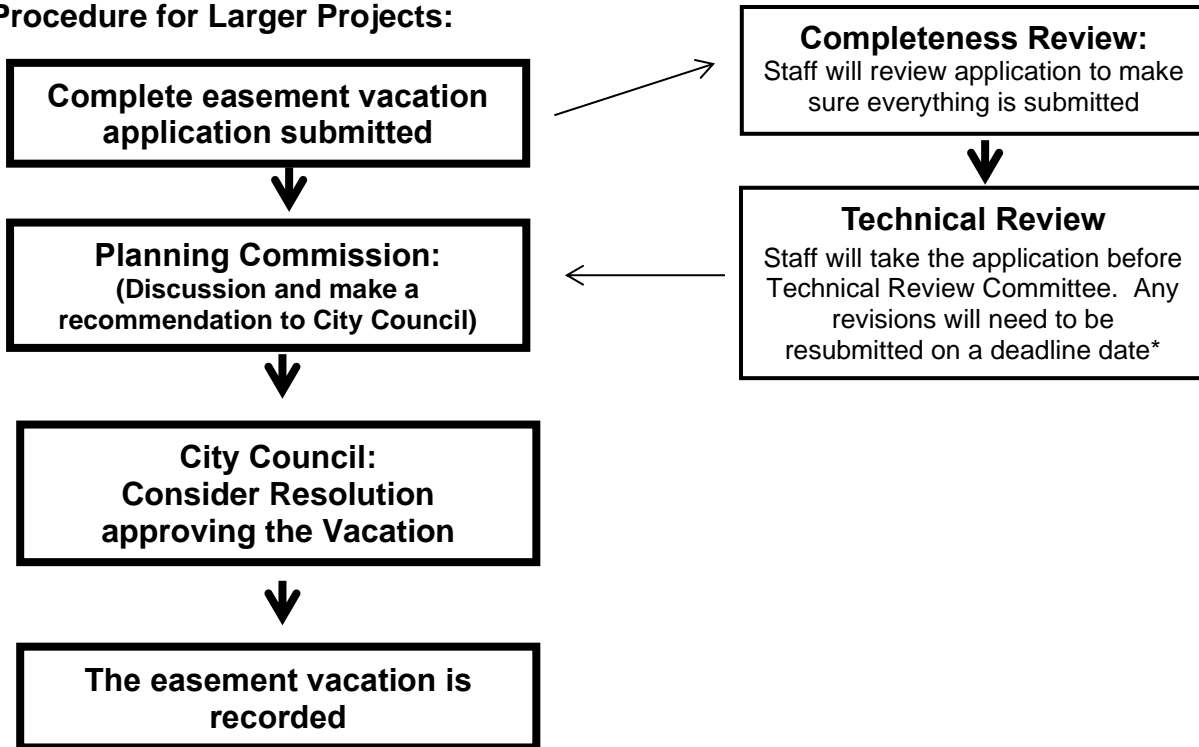
**City of Cedar Falls
220 Clay Street
Cedar Falls, Iowa 50613**

General Information: Applications for requesting the vacation of an easement originally granted to the benefit of 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 recommended that the applicant or a representative be present at each public meeting.

Deadline: Applications must be submitted by 5 PM as per submittal deadlines; see attached Submittal 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 by the deadline. An application checklist is provided to assist in a complete submittal.

Procedure for Larger Projects:



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 ** <i>Preliminary Consideration</i>	Submittal of Packets2	P&Z Meeting ** <i>Formal Recommendation</i>	Council Submittal Deadline	CC Meeting <i>(tentative)</i>
12/22/2022*	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
5/26/2023*	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	11/21/2023*	12/11/2023	12/18/2023
10/23/2023	11/1/2023	11/16/2023	11/21/2023*	12/7/2023	12/13/2023	12/21/2023*	1/2/2024*
11/6/2023	11/15/2023	12/7/2023	12/13/2023	12/20/2023	12/27/2023	1/8/2024	1/16/2024*
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
12/21/2023*	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
EASEMENT 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: _____

What is the purpose of the easement? Drainage Utility Both Drainage and Utility
 Other

A COMPLETE SUBMITTAL INCLUDES A PAPER AND ELECTRONIC COPY OF:

- Cover letter stating intent and reason for Vacation of Easement request
- Nonrefundable fee: \$200
- Lot numbers vacation would affect/ touches
- Vacate Awareness Form: signatures of owners of property where easement will be vacated
- Legal description of vacation area (Word)
- Plat of Survey (if applicable) (PDF)
- Verification that there are no utilities within the easement
- Drainage Easement
 - If the easement is a drainage easement: a sub-basin drainage study by a licensed engineer, indicating what easement width is needed for the designed overland flow (what is the stormwater management plan)

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 an easement vacation.

Applicant's Signature

Date: _____

VACATE AWARENESS FORM

I understand the area proposed to be vacated (as shown on attached map).

Printed Owner Name

Owner Signature

Address
