



CITY OF MILLS
APPLICATION TO VACATE/ABANDON
PUBLIC RIGHT-OF-WAY OR EASEMENT
Pursuant to the Mills City Code



City of Mills, Wyoming
704 4th Street
P.O. Box 789
Mills, Wyoming 82644

Date: _____

Return by: _____

For Meeting on: _____

PLEASE PRINT

Section 1.

SINGLE POINT OF CONTACT IS:

APPLICANT/OWNER(S) INFORMATION:

Print Owner Name: _____

Owner Mailing Address: _____

City, State, Zip: _____

Owner Phone: _____

Applicant Email: _____

AGENT INFORMATION:

Print Agent Name: _____

Agent Mailing Address: _____

City, State, Zip: _____

Agent Phone: _____

Agent Email: _____

ATTACHMENT (REQUIRED):

- **Proof of ownership:** _____ (such as deed, title certification, attorney's title opinion)

Section 2.

PROPERTY INFORMATION:

Physical Address of Property: _____

Or, if not available, provide a general location (Example: NW corner of A & 1st Streets): _____

Legal Description of Property: Lot: _____ Block: _____ PARCEL ID: _____

Subdivision: _____

Or SECTION: _____ TOWNSHIP: _____ RANGE: _____

Section 3.

RIGHT-OF-WAY / EASEMENT INFORMATION:

Right-of-Way / Easement Location: _____
(Example: along west property line, running north & south)

Width of Existing Right-of-Way / Easement: _____ Number of Feet to be Vacated: _____

Please indicate the purpose for which the Right-of-Way / Easement is to be vacated / Abandoned

Section 4. **SIGNATURES OF OWNERS (AND AGENT IF APPLICABLE):**

The following owner's signature signifies that all information on this application is accurate and correct to the best of the owner's knowledge; and that the owner has thoroughly read and understands all application information and requirements. [In addition to the owner's signature(s), if an agent of the owner is to be contacted for all communications relating to this application, please have the agent sign below.]

I (We) the undersigned owner(s) of the property described above do hereby make application to the City of Mills as follows:

OWNER Signature _____

OWNER Signature _____

AGENT Signature _____

FEE: Refer to Fee Schedule

Section 5. **REASONS FOR THIS REQUEST:**

a. Why does the property owner wish to vacate or request abandonment of this right-of-way/easement?

b. How is the right-of-way/easement being used?

c. How will the proposed vacation/abandonment affect access to adjacent property owners?

d. How does the property owner propose to use right-of-way/easement if vacated/abandoned?

e. Are there any public utilities or infrastructures currently located in the right-of-way/easement? If so, describe them:

Section 6. **PROPERTIES ABUTTING THE PROPERTY TO BE VACATED/ABANDONED:**

The following properties abut the area to be vacated/abandoned:

Property Owner name(s): _____

Address: _____

Lot: _____ Block: _____, _____ Addition

Property Owner name(s): _____

Address: _____

Lot: _____ Block: _____, _____ Addition

Property Owner name(s): _____

Address: _____

Lot: _____ Block: _____, _____ Addition

Property Owner name(s): _____

Address: _____

Lot: _____ Block: _____, _____ Addition

Section 7. **ATTACHMENTS AND EXHIBITS:**

Applications to vacate/abandon must be submitted to the city planner at least thirty (30) days prior to the City Council meeting in which this action shall be considered.

The following documents must be included when submitting the application package:

As to Section 1.

- A copy of the recorded deed or other legal instrument indicating proof of ownership.
- If an agent is listed, a notarized letter or statement of authorization from the property owner(s) authorizing the agent to represent the owner(s) in connection with this application, OR a recorded Power of Attorney, Personal Representative Deed, Trustee Agreement, etc., in the agent's name.

As to Section 2.

- If the property is not located within a platted subdivision, a metes and bounds description must be provided.

As to Section 3.

- A copy of a certified survey of the lot or parcel indicated in Section 1 showing the right-of-way or easement to be vacated or abandoned.

As to the Application.

- All areas must be filled in or marked N/A (Not applicable).
- Incomplete applications will be returned to the Applicant.