



**CITY OF BRIDGETON ~ DEPARTMENT OF PUBLIC WORKS**  
**12355 NATURAL BRIDGE ROAD, BRIDGETON, MO 63044**  
**TEL. (314) 739-7665 FAX (314) 739-3456 WWW.BRIDGETONMO.COM**

For office use only:  
 Application No. \_\_\_\_\_

**APPLICATION TO VACATE A PUBLIC STREET (EASEMENT OR RIGHT-OF-WAY)**

*The purpose of Municipal Code Section 535 is to provide a procedure for an individual or corporation to petition for the vacation of a public street within the City of Bridgeton. Such streets should be found to be unnecessary and to serve no public purpose*

**I. PUBLIC STREET TYPE**

Check (v) all applications that apply:

- Easement  Right-of-Way

**II. APPLICANT INFORMATION**

Petitioner's Name: \_\_\_\_\_ Telephone/Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
*(Attach additional sheets as necessary)*

Applicant/Agent: \_\_\_\_\_ Telephone/Email: \_\_\_\_\_  
 (If other than owner(s))

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**III. PROPERTY INFORMATION**

Project Name: \_\_\_\_\_

Address or Location: \_\_\_\_\_

**IV. SUBMITTAL REQUIREMENTS**

- 1) Complete application and \$350.00 fee.
- 2) A written narrative (maximum of 1-2 pages) describing the reasons why such vacation is necessary and the anticipated impact of such vacation on adjacent lands.
- 3) One (1) copy of a metes and bounds legal description of the area to be vacated.
- 4) Three (3) copies of the vacation plat prepared in accordance with the provisions of Chapter 535 of the City Code of Ordinances (Streets, Sidewalks, Public Works Regulations).
- 5) One (1) copy of the vacation plat reduced to 8½" x 11" and one (1) digital copy in PDF format.
- 6) Written releases of all entities, both public and private, of their right to the easement or right-of-way being petitioned for vacation.

**Notes: Incomplete applications and plats not meeting referenced regulations will not be forwarded to the Planning & Zoning Commission for review.**

## **2023 PLANNING & ZONING COMMISSION CALENDAR**

<b><u>Filing Deadline (5:00 pm)</u></b>	<b><u>Meeting Date (7:00 pm)</u></b>
<b>December 12, 2022</b>	<b>January 9, 2023</b>
<b>January 16</b>	<b>February 13</b>
<b>February 13</b>	<b>March 13</b>
<b>March 13</b>	<b>April 10</b>
<b>April 10</b>	<b>May 8</b>
<b>May 15</b>	<b>June 12</b>
<b>June 12</b>	<b>July 10</b>
<b>July 17</b>	<b>August 14</b>
<b>August 14</b>	<b>September 11</b>
<b>September 11</b>	<b>October 9</b>
<b>October 16</b>	<b>November 13</b>
<b>November 13</b>	<b>December 11</b>
<b>December 11</b>	<b>January 8, 2024</b>

### **APPLICATION PROCEDURE**

- 1) Prior to submitting an application, the applicant is urged to meet with the Planning & Zoning Officer to discuss the proposal, review the procedures, and obtain the appropriate application form and procedure guidelines.
- 2) Planning & Zoning Commission hearing and review
  - a) The Commission will receive and hold a public meeting on the application.
  - b) Notification of the hearing will be sent by Certified Mail to surrounding property owners within 185 feet and relevant agencies (e.g. Utilities, fire district, etc.).
  - c) Commission normally makes a recommendation to City Council at the next regularly scheduled meeting, but may take action on the night of the hearing if all member questions and/or concerns are satisfied.
- 3) If no action is taken by the Commission within 80 days of the filing date or such additional period of time as may be agreed to by the applicant, the application shall be considered as being approved by the Commission as submitted.
- 4) City Council hearing and review
  - a) The City Council will consider the Commission's recommendation at a public hearing held immediately prior to a regular Council meeting. Council meetings are held on the first and third Wednesday each month, and a notice of the public hearing must appear in a newspaper of general circulation at least 15 days prior to the meeting date.
  - b) Council normally takes final action on the application at the next regularly scheduled meeting, but may delay action if members' questions and/or concerns have not been satisfied.

**For any related questions, please contact Planning & Zoning at 314-739-7665.**