



Franklin County

Planning and Building Department

Jerrold B. MacPherson—Director

PLANNING DIVISION

VACATION OF EASEMENT APPLICATION REQUIREMENTS

- Land Development Application.
- \$300.00 Vacation of Easement Fee – **Checks made payable to the Franklin County Planning and Building Department.**
- \$80.00 Variance Report Fee: **Check made payable to the Franklin County Assessor's Office.** *An applicant **does not** need to contact the Assessor's Office to obtain this report.* At the time of application, the Planning Division will request the report from the Assessor's Office. The report includes the Adjoining Property Owners Names and Addresses (500 feet within an Urban Growth Area or one (1) mile outside an Urban Growth Boundary). As an alternative to the Assessor's Office, an applicant may also obtain this report from a licensed title company.
- A site plan of the affected lot and/or parcel identifying all improvements, along with the easement to be vacated, and a written description of why the easement needs to be vacated.
- A copy of the officially recorded plat, which identifies the easement to be vacated.
- Written approval from the owner of the easement to be vacated.

* All application requirements shall be submitted to the Planning Division.

* All vacation of easement applications require that proper notice be given (surrounding property owners and newspaper) and one (1) open record public hearing be held before the Franklin County Board of Commissioners.

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PLANNING DIVISION LAND DEVELOPMENT APPLICATION

Application Number: _____

Applicant/Representative:

Existing Land Use Zoning District(s):

Name: _____

Address: _____

Legal Description of Property: _____

Phone: (____) _____

Cellular(____) _____

Fax: (____) _____

Site Address: _____

Owner(s): (attach additional sheet if necessary)

Total Acreage Involved: _____

Name: _____

Source of Water: _____

Address: _____

Source of Irrigation: _____

Sewage Disposal System: _____

Phone: (____) _____

Source of Power: _____

Cellular: (____) _____

Comprehensive Plan: _____

Fax: (____) _____

Description of Improvements on Property: _____

Existing Use of Site/Property: _____

Proposed Development Application Request (Specify; Short Plat, Cond Use, Zone Change, Home Occupation, etc.)

We, the undersigned, hereby authorize the filing of this application and certify that the information contained in this application is complete and correct to the best of our knowledge. This authorizes the designated Applicant's representative (if applicable) to act on behalf of the applicant for the processing of this request.

() Owner Date

() Applicant/Representative Date

Print Name: _____

Print Name: _____