



VACATING PUBLIC EASEMENTS

In order to vacate/abandon a public easement or a portion thereof, two City Council meetings are required. (1) a petition must be submitted, (2) a public hearing of the request conducted, and (3) an ordinance passed by City Council. The resolution setting the public hearing date occurs at the first City Council meeting followed by the public hearing typically at the next regularly scheduled City Council meeting. Following the public hearing, the City Council will vote to adopt the ordinance, if approved, to vacate the easement which must then be published for public comment for 30 days after which time the ordinance is in full effect.

Procedure + Submission Requirements

1. **Filing Fee:** \$325, no part of which shall be refundable, due upon filing of petition with the Planning & Development Department **no less than eleven (11) days prior to the next, regularly scheduled, City Council meeting.** (refer to the attached City Council meeting schedule)
2. **Petition:** A petition signed by all the property owners through whose property the easement extends or abuts must be submitted to the Planning & Development Department **no less than eleven (11) days prior to the next, regularly scheduled, City Council meeting.** The petition shall state the name(s) of the person(s) initiating the petition and state the legal description of the easement or portion thereof to be vacated.
3. **Resolution:** A resolution setting the public hearing (date set by City Council) and directing the city clerk to give notice of the meeting by publication in *Log Cabin Democrat* once per week for two consecutive weeks. **Petitioner will be billed for this charge.** Planning & Development Department staff will prepare and submit the resolution to be placed on the next available City Council meeting agenda.
4. **Plat:** A copy of the plat showing the easement, or portion thereof, to be vacated. (If petitioner does not have a copy of the plat, the Planning & Development Department may be able to provide one)
5. **Drawing:** A drawing, indicating the easement or portion thereof, to be vacated must be submitted to the Planning & Development Department **no less than eleven (11) days prior to the next, regularly scheduled, City Council meeting.**
6. **Ordinance:** An ordinance, adopting the vacation of the easement or portion thereof. Planning & Development Department staff will prepare and submit the ordinance to be placed on the City Council meeting agenda on the date set for the public hearing and direct the city clerk to publish the ordinance in the *Log Cabin Democrat* once adopted by the City Council. **Petitioner will be billed for this charge.** Once published, the ordinance will be filed with the Faulkner County Circuit Clerk. It can take up to two-weeks for the filed copy to be returned to the City. To request a copy of the filed ordinance, please contact the City Clerk's office at 501-450-6100.
7. **Letters of concurrence from interested parties:** Letters from all utility companies and the City of Conway Street Department, approving the request, must be submitted to the Planning & Development Department **no less than eleven (11) days prior to the public hearing date set by the City Council.** All letters must include an accurate legal description of the easement, or portion thereof, to be vacated.
 1. **AT&T - Engineering:** 501-373-5255, lynda.palmer@att.com
 2. **CenterPoint Energy - Conway, AR:** 501-336-9118, 501-733-0209
 3. **Conway Corporation - Engineering & Planning:** 501-450-6050
 4. **City of Conway Street Department:** 501-450-6165

For further information please contact the City of Conway Planning & Development Department at 501-450-6105.



**PETITION OF WRITTEN CONSENT FOR THE VACATING OF EASEMENTS
FOR THE INTENT OF PUBLIC USE**

Name of party requesting easement closure: _____

Legal description of easement, or portion thereof, to be vacated: _____

Signatures of all abutting property owners:

Name

Address



City of Conway – Office of the Mayor 2018 City Council Meeting & Deadline Dates

All requests for placement on the Conway City Council Agenda, **along with all written backup materials, must be in the Mayor's Office no later than 12:00pm** (noon) seven (7) days prior to the meeting.

All documents & information should be submitted electronically, including ordinances, resolutions, letters, etc. to Felicia Rogers @ felicia.rogers@cityofconway.org.

Meeting Date	Deadline	Meeting Date	Deadline
January 9	Noon, January 2	July 10	Noon, July 3
January 23	Noon, January 16	July 24	Noon, July 17
February 13	Noon, February 6	August 14	Noon, August 7
February 27	Noon, February 20	August 28	Noon, August 21
March 13	Noon, March 6	September 11	Noon, September 4
March 27	Noon, March 20	September 25	Noon, September 18
April 10	Noon, April 3	October 9	Noon, October 2
April 24	Noon, April 17	October 23	Noon, October 16
May 8	Noon, May 1	November 13	Noon, November 6
May 22	Noon, May 15	November 27	Noon, November 20
June 12	Noon, June 5	December 11	Noon, December 4
June 26	Noon, June 19	December 25*	

**December 25 – Date will be change due to the Christmas holiday.*

*City Council Committee meetings start at 5:30pm / City Council Meetings start at 6:30pm
District Court, 810 Parkway Street, Conway, AR 72032
All dates are subject to change*

If you have any questions, please contact Felicia Rogers @ felicia.rogers@cityofconway.org or by phone @ 450-6110

www.cityofconway.org