

NOTE TO POTENTIAL PETITIONER TO VACATE PUBLIC RIGHT-OF-WAY OR EASEMENTS

Before submitting a petition to vacate Public Right-of-Way or Easements, we **strongly recommend** that you contact the individuals listed below to identify any objections to your petition. **Following this process is in your best interest.** In your communication, provide the property location and specify areas you're seeking to vacate. You may also need to obtain a copy of the property's subdivision plat and schedule meetings with these individuals to review your potential petition. See the back of this form for filing instructions.

Note: A checked "no objections" on this form does not constitute approval of your petition. A complete review will be done by Community Development.

Rochester Public Works Mark Baker (507)328-2400 mbaker@rochestermn.gov	<input type="checkbox"/> No objections Date: _____ <input type="checkbox"/> Objections, explain: _____
RPU Operations Division edistribution@rpu.org	<input type="checkbox"/> No objections Date: _____ <input type="checkbox"/> Objections, explain: _____
RPU Water Division Wade Neubauer (507)280-1505 wneubauer@rpu.org	<input type="checkbox"/> No objections Date: _____ <input type="checkbox"/> Objections, explain: _____
Charter Spectrum Ron Muller (507)285-6164 ron.muller@charter.com	<input type="checkbox"/> No objections Date: _____ <input type="checkbox"/> Objections, explain: _____
MetroNet, Inc. OSP-Construction-Support@metronetinc.com	<input type="checkbox"/> No objections Date: _____ <input type="checkbox"/> Objections, explain: _____

For requests including Utility/Drainage Easements, we recommend you also contact the following individuals in addition to those listed above:

MN Energy Tom Livingston thomas.livingston@minnesotaenergyresources.com	<input type="checkbox"/> No objections Date: _____ <input type="checkbox"/> Objections, explain: _____
Lumen (formerly Century Link) Justin Elkins (507)285-2062 Justin.elkins@lumen.com	<input type="checkbox"/> No objections Date: _____ <input type="checkbox"/> Objections, explain: _____

For requests including County Road, we recommend you also contact the following individuals in addition to those listed above:

Olmsted County Public Works Ben Johnson (507)328-7070 pwservice@olmstedcounty.gov	<input type="checkbox"/> No objections Date: _____ <input type="checkbox"/> Objections, explain: _____
--	--

INSTRUCTIONS FOR FILING PETITION TO VACATE PUBLIC RIGHT-OF-WAY OR EASEMENTS

1. The petition must be signed by all owners. In cases where the property is owned in joint tenancy (i.e., husband and wife), both or all owners must sign the petition. The petitioners must collectively own 50% or more of the property abutting the public property or located within the easement described to be vacated.
2. The petition must include an accurate legal description of the area to be vacated and a map or drawing of the area.
3. The petition must be submitted to Community Development. Petitions can be submitted via email (communitydevelopment@rochestermn.gov), or sent to our office via mail or in person during office hours (4001 West River Pkwy NW, Suite 100, Rochester, MN 55901).
 - a. Petitions to vacate must be reviewed by the City Planning & Zoning Commission and considered for approval by the Rochester City Council. The petition must be submitted at least four (4) weeks before the City Planning & Zoning Commission meeting. The Planning & Zoning Commission meets on the second and fourth Wednesday of each month.
4. A petition to vacate shall be submitted with the appropriate filing fee. A check for the filing fee shall be made payable to the City of Rochester. Contact Community Development at communitydevelopment@rochestermn.gov or (507)328-2600 to obtain the appropriate fee amount and how to make payment for vacating a street, alley, public right-of-way, or utility/drainage easement.

