



EASEMENT VACATION APPLICATION CHECKLIST

Type 3 Review

This application checklist provides information about what is to be submitted for the project narrative and the site plan. A complete development review application includes the following:

- Completed and signed development review application
- Completed and signed escrow form
- Completed application checklist
- Application fee

1. Easement Vacation Narrative

Submit a separate narrative document which answers or addresses the following questions about the proposed vacation.

- a) What is the zoning district for the property?
- b) What is the existing use for the property?
- c) What is the proposed use for the property?
- d) Describe the reason why the easement should be vacated.

2. Site plan design features checklist. Check all items included in the application. Items may be modified with advance approval from the city planner.

General Plan Information.

- a) The site plan must be prepared by a land surveyor licensed by the State of Minnesota.
- b) The applicant shall submit one 11" x 17" copy of the site plan, and email a pdf copy to city planner Dan Olson at dan.olson@crystalmn.gov
- c) The site plan shall be drawn to a minimum scale of 1' = 100', unless an alternative scale has been agreed to with the city planner in advance

Site plan. The site plan drawing shall include the following information:

- Location on the property of the easement proposed to be vacated
- Legal description of the area proposed to be vacated
- North arrow and date of preparation
- Location map