



Vacation

Vacation is an amendment to the Zoning Code which rescinds easements and rights-of way dedications. In order to vacate a parcel of land, or to amend any other provisions of the Zoning Code, the following procedures must be followed:

SUBMISSION OF APPLICATION

Applications shall be made to the City of Williams Planning Department on forms provided by the City, and must be accompanied by Proposed Development Plans and the required supplementary information, as outlined in the Williams City Code, Title 10 (Development Procedures), Chapter 10-3 (Application Requirements), Article 10-3-10 (Vacation). Applications will not be accepted until all required information is provided in full, and the Filing Fees have been paid. Applications must be signed by the property owner(s) of the subject property as well as the applicant if the applicant is other than the property owner(s).

Accepted applications filed by the submittal deadline will be scheduled for Public Hearings at the next available meetings of the Planning and Zoning Commission and the City Council.

FILING FEE

Payment of \$500.00 per each request is due upon submittal of the application for vacation.

REVIEW AND APPROVAL PROCESS

Applications for vacation will be reviewed by the City Planner, Departmental Review Team, City Engineer and Planning and Zoning Commission, and must be approved by the City Council in accordance with the following procedure.

1. The City Planner will forward the application information to the City Engineer and Department Heads for review, and will review the proposed vacation for conformance with the City of Williams General Plan. The City Planner will prepare a staff report on the proposal for the Planning and Zoning Commission. A Public Hearing by the Planning and Zoning Commission will be advertised in the Williams Newspaper at least 15 days prior to the Commission meeting. The Public Hearing Notice will also be posted on the subject property and mailed to all property owners within 300 feet thereof.
2. The City Engineer will review the proposed vacation for conformance with the Vacation Application Checklist. The City Engineer's findings will be shared with the applicant at a Departmental Review Team Meeting.
3. The City Planner will call a Departmental Review Team Meeting within 30 days of the submittal date. The applicant is requested to attend. Findings of the City Engineer, Department Heads and City Planner will be shared with the applicant. Applicant has opportunity to respond and adjust application before the Planning and Zoning Commissions Public Hearing.
4. The Planning and Zoning Commission will hold a Public Hearing on the vacation request. The Commission will make recommendation on the proposed vacation, and will forward that recommendation to the City Council. The recommendation will be: 1) The vacation be approved as requested; or 2) The vacation be approved subject to certain conditions; or 3) The vacation be denied.
5. The City Council will review the vacation request at its next available meeting. The City Council will hold a Public Hearing on the vacation and will publish a Public Hearing Notice in the Williams Newspaper at least 15 days in advance. The City Council may make a decision on the vacation at that meeting, or may hold the matter over to a future meeting. The decision may be: 1) The vacation be approved as requested; or 2) The vacation be approved subject to certain conditions or 3) The vacation be denied. If the City Council approves or conditionally approves the vacation, an ordinance to that effect will be prepared by the City Planner and

presented for vote at the next City Council meeting. Such ordinance will become effective 30 days following the adoption of that ordinance.

APPEALS

Any person aggrieved by a decision of the City Council regarding approval or denial of a vacation request may file an appeal of that decision with the Coconino County Superior Court.

**City of Williams
VACATION PROCESS**

**PLAN PREPARATION
AND APPLICATION**

**STAFF REVIEW
and FINDING**

**DEPARTMENTAL REVIEW
TEAM MEETING and
DECISION**

**PUBLIC NOTICE and
ADVERTISEMENT**

**PLANNING & ZONING
PUBLIC HEARING and
RECOMMENDATION**

**CITY COUNCIL
PUBLIC HEARING
and DECISION**

**CITY COUNCIL
ORDINANCE PASSAGE**

**APPEAL
COCONINO COUNTY
SUPERIOR COURT**

Submittal schedule can be viewed at www.williamsarizona.gov.

City of Williams

VACATION APPLICATION CHECKLIST

PROPOSED DEVELOPMENT PLANS

Proposed Development Plans and certain supplementary information must be submitted with all vacation applications, in accordance with the requirements of the Williams City Code, Title 10 (Development Procedures), Chapter 10-3 (Application Requirements), Article 10-3-10 (Vacation), which are outlined below.

This Checklist **must** accompany all applications, with the boxes **checked** for those items which are being provided. Exceptions to these requirements should be **requested in writing**; the boxes should be **left blank**, and will be initialed by the appropriate City Official upon determination that the proposed plans can be adequately reviewed without those items being provided by the applicant.

INFORMATION REQUIRED AT TIME OF APPLICATION (one copy of each except as noted)

- 1. Completed application and fees
- 2. Petition (follow format of Williams City Code, Article 10-5.02).
- 3. Proof of ownership (title policy) and owner's written consent.
- 4. Boundary closure
- 5. Stamped, addressed envelopes for all property owners within 300 feet of proposed vacation
- 6. Traffic impact analysis.(3 copies)
- 7. Drainage report.(3 copies)

PROPOSED DEVELOPMENT PLANS – FORMAT (25 copies)

Proposed Development Plans shall be clearly and legibly drawn, and shall be sized and scaled as follows:

- 1. The size of the sheet shall be no less than 8 ½ “ x 11”, and no more that 30” x 36”.
- 2. The scale of the plans shall be 1” = 200’ or larger.

PROPOSED DEVELOPMENT PLANS – CONTENTS (25 copies)

Proposed Development Plans must be drawn to scale and must show the following:

- 1. Date, north arrow and engineer's scale
- 2. Name of project
- 3. Vicinity map showing ½ mile radius
- 4. Legal description complete
- 5. Registered surveyor's name and address
- 6. Total acreage
- 7. Zoning on and adjacent to site
- 8. Names and dimensions of adjacent streets
- 9. Dimensions and square footage of each lot
- 10. Lot and block numbers
- 11. Location of survey monuments
- 12. Bearings, distances, chords, radii, central angles, tangent lines, etc., for all lots, blocks, perimeter, and rights-of-way
- 13. Existing/proposed rights-of-way in and adjacent
- 14. Existing/proposed easements in and adjacent
- 15. Existing/proposed utility lines (including fire hydrants) and sizes in and adjacent
- 16. Existing/proposed curb cuts in and adjacent
- 17. Existing/proposed structures and paved areas on the site

- 18. All public sites to be reserved or dedicated (parks, streets, etc.)
- 19. Number of employees for nonresidential uses
- 20. Proposed use of site
- 21. Latitude, longitude, and elevation on property corners
- 22. Phasing plan