



CITY OF INVER GROVE HEIGHTS

8150 Barbara Avenue
Inver Grove Heights, MN 55077
(651) 450-2545
www.invergroveheights.org

STREET/EASEMENT VACATION

The following must be submitted prior to review and processing a request. If you have any questions, please contact the Planning Department.

- A completed Planning Application Form with the appropriate fees.
- A list of the names and addresses of each property owner directly abutting each side of the property under construction.
- A written narrative clearly describing the request.
- Ten (10) folded full size copies, one set of 11 x 17 reductions, and an electronic plan set, if available, of a survey section map or similar map, clearly showing the location and scaled dimensions of the property to be vacated.
- An exact legal description of property to be vacated.
- If the petitioner does not own all of the property involved, signatures of approval from the persons owning 100% of the directly abutting property are required.

PETITION FOR THE VACATION OF A PUBLIC
STREET/ALLEY/EASEMENT IN THE CITY OF
INVER GROVE HEIGHTS, DAKOTA COUNTY, MN

We the undersigned, being fee owners and contract vendees of all property abutting the following described property within the City of Inver Grove Heights, Dakota County, MN, do hereby petition the City of Inver Grove Heights to vacate the following described property—

(LEGAL DESCRIPTION OF PROPERTY TO BE VACATED)

We, for ourselves, assigns, heirs and successors, do hereby waive and release the City of Inver Grove Heights from all judgments, damages, actions, causes of actions, claims and demands of every kind of nature in law and in equity, whether presently known or unknown, foreseen or unseen, fixed or contingent and howsoever originating or existing which may arise out of or in any way be related to the Vacation of said Street/Alley/Easement.

We understand that if the Street/Alley/Easement is vacated, the City shall not be obligated to repair, maintain, improve or plow said Street/Alley/Easement.

Dated this _____ day of _____, 20____.

SIGNATURE OF OWNER

PROPERTY DESCRIPTION

(NAME)

(ADDRESS)

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STREET/ALLEY/EASEMENT IN THE CITY OF
INVER GROVE HEIGHTS, DAKOTA COUNTY, MN

SIGNATURE OF OWNER

(NAME)

(ADDRESS)

PROPERTY DESCRIPTION



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PLANNING APPLICATION FORM

SECTION 1 APPLICANT INFORMATION

Applicant Name: _____ Contact Name: _____
Mailing Address: _____ Mailing Address: _____

Daytime Phone: _____ Daytime Phone: _____
Cell Phone/Fax: _____ Cell Phone/Fax: _____
Email: _____ Email: _____

SECTION 2 SITE & PROPERTY OWNER INFORMATION

Site Address: _____ County Tax PIN: 20 _____
Legal Description (or attach separately): _____

Owner Name (If different from above): _____
Owner Email: _____
Owner Mailing Address: _____

SECTION 3 APPLICATION TYPE

_____ Variance _____ Conditional Use Permit _____ Major Site Plan Review
_____ Rezoning _____ Preliminary Plat _____ Planned Unit Development
_____ Comp Plan Amendment _____ Final Plat _____ Zoning Code Amendment
_____ Waiver of Plat _____ Other: _____

SECTION 4 OTHER INFORMATION

Attach the written description, plans and other required documents (See Petitioner's Instructions.).

I attest that the information contained in this application is true and correct to the best of my knowledge.

APPLICANT SIGNATURE: _____

OWNER SIGNATURE: _____

OFFICE USE ONLY

Case Number: _____ Planning Review Committee Date: _____
Date Accepted: _____ Planning Commission Date: _____
Accepted By: _____ Park & Rec. Commission Date: _____
Receipt #: _____ City Council Date: _____
Escrow #: 702-229 _____ **60 Day Deadline:** _____

SECTION 5 FEES

REQUEST TYPE	BASE FEE	ABSTRACT FEE	GIS FEE	ESCROW*	TOTAL
Administrative Subdivision	\$100		\$25/lot		\$
Comprehensive Plan Amendment	\$500		\$50	\$2,500	\$
Comprehensive Plan Amendment – minor	\$200			\$250	\$
Conditional Use Permit, single family residential	\$250	\$46			\$
Conditional Use Permit, impervious surface single family residential	\$250	\$46		\$1,500	\$
Conditional Use Permit, other	\$500	\$46		\$5,000	\$
Conditional Use Permit, other – amendment	\$150	\$46		\$1,000	\$
Determination of Substantially Similar Use	\$200			\$200	\$
Final Plat – single family	\$500	\$46	\$25/lot	\$5,000	\$
Final Plat – other (i.e. Commercial or Industrial)	\$200	\$46	\$100/acre	\$5,000	\$
Interim Use Permit	\$500	\$46		\$1,250	
Major Site Plan Review	\$500			\$5,000	\$
Non-Conforming Use Certificate	\$500	\$46		\$1,250	
Northwest Area Environmental Studies Fee	\$80/gross acre				\$
Northwest Area Sketch Plan Review				\$1,000	\$
Planned Unit Development (PUD) - Preliminary	\$1,000 + plat fees	\$46	Varies	\$5,000	\$
Planned Unit Development (PUD) – Final	\$500	\$46		\$3,000	\$
Planned Unit Development – Amendment	\$250	\$46		\$1,000	
Preliminary Plat	\$500 + \$5 per lot			\$5,000	\$
Rezoning	\$500		\$50	\$500	\$
Street Dedication	\$150	\$46	\$50		\$
Street/Easement Vacation	\$150	\$46	\$50	\$500	\$
Variance – Residential	\$200	\$46			\$
Variance - Commercial	\$200	\$46			\$
Waiver of Plat	\$300	\$46	\$25		\$
Wetland Conservation Act Certification	\$75				
Wetland Replacement Plan	\$200		\$100/acre	\$2,500	
Zoning Code Amendment	\$500			\$500	\$
Zoning Code Amendment – minor	\$100			\$250	\$
TOTAL CUMULATIVE FEES	\$ (Code “AV”)	\$ (Code “AV”)	\$ (Code “CB”)	\$ (Acct. #)	\$

*The above escrow amounts represent the minimum deposit required. Additional escrow amounts may be required depending upon the size, complexity and scope of project.

CITY OF INVER GROVE HEIGHTS, MINNESOTA
PLANNING DIVISION

PROPERTY ACCESS CONSENT FORM

This is to certify that on _____, 20____, I, _____,
owner of property described as follows (address or legal description):

filed a request, (or authorized, by my signature, the filing of a request) with the Inver Grove Heights Planning Division for _____ on the described property. By filing the above referenced request, I hereby consent to permit access to said property, at any reasonable time, to members of City Staff, the Planning Commission, and the City Council for purposes of viewing the site and information gathering that is pertinent to the request.

Property Owner

Dated: _____

(Please return this completed form to the Planning Division at the time of application for your planning request. If the Consent Form is not returned with your Planning Application Form, it will be assumed that you do not wish to grant access to your property for the stated purpose. A copy of the Consent Form will be retained in the planning file relative to your case. The consent granted by virtue of this form expires upon final City Council action relative to your request.)

OFFICE USE ONLY

Case No: _____

Applicant: _____