

**SUBMISSION REQUIREMENTS AND APPLICATION  
FOR THE VACATION OF A STREET OR ALLEY  
RIGHT-OF-WAY WITHIN THE CITY OF WAUKEGAN,  
ILLINOIS**



**SUBMIT TO:** City of Waukegan Department of Planning and Zoning, 100 N. Martin Luther King, Jr. Avenue, prior to the 15<sup>th</sup> of the month in typed, signed, completed and notarized form in order to be placed on the agenda for the following month. Applications must be submitted by the 15<sup>th</sup> of the month to be placed on the agenda for the following month. The following completed items must be submitted to the Plat Administrator:

1. Forty-two (42) sets of **TYPED, COMPLETED, SIGNED** and **NOTARIZED** applications are **REQUIRED**. Re-typed forms are **NOT** acceptable. Included with each of the applications will be the proposed site plan **AND** Plat of Vacation of the subject property showing ALL existing structures, proposed structures, parking arrangements, sidewalks, landscaping, loading/unloading spaces, fences, easements, sewer and water facilities, lighting and other information as required by the Department of Planning and Zoning (8½" x 14" maximum).
2. Application fee is \$400.00 if the proposed vacation is valued at less than \$40,000. If over \$40,000 value, the fee will be 1.25% of the value of the proposed vacation.
3. Three (3) Plats of Vacation of the property (**NOT** the same as a Plat of Survey), which must have original raised seal and signature prepared by a State of Illinois Registered Land Surveyor.
4. Any plans showing the existing facilities within the right-of-way.
5. Separate forms must be used for each portion of or separate street or alley.
6. A Lake County tax map(s) showing ALL properties adjacent to the subject property. Copies of the map can be obtained at the Lake County Map Services Department, 18 N. County Street, Waukegan, Illinois (847) 377-2373. A red line must denote the adjacent properties and the boundary of the subject property.
7. A typed listing of all **CURRENT** property owners, including full names, mailing addresses and the Parcel Identification Number (P.I.N.) of all properties, which are adjacent to the subject property proposed for a Vacation. This information can be obtained from the County of Lake.
8. Letter of permission from **ALL** adjacent property owners of the right-of-way proposed for vacation.

**PROCEDURE:**

1. Submittal Conference. A submittal conference with the Plat Administrator at least a week prior to the application deadline is **REQUIRED** to review documents and requirements for completeness. If materials are missing, this gives the petitioner additional time before the submission deadline passes.
2. The applicant or his agent is **REQUIRED** to attend the Development Commission public hearing whenever the proposed right-of-way vacation is scheduled to be heard [normally the second Tuesday of the month after an application is received (if received prior to the 15<sup>th</sup> of the month)]. Meetings are held in the City Council Chambers, 100 N. Martin Luther King, Jr. Avenue, at 7:00 PM. The Development Commission will do one of the following at the public hearing:
  - A. Recommend approval of the petition to the City Council.
  - B. Recommend denial of the petition to the City Council.
  - C. Hold the petition over until the next meeting.

Once "A" or "B" is made, the issue will be placed on the next Judiciary Committee meeting of the City Council (consisting of 5 of the 9 aldermen), which meets at 6:30 PM on the first Monday of the month, in the Council Chambers. Applicants are encouraged to attend to

answer any potential questions the Judiciary Committee members may have. The Judiciary Committee at this meeting will do one of the following:

- A. Recommend approval of the petition to the City Council.
- B. Recommend denial of the petition to the City Council.
- C. Hold the petition in Committee.

Once "A" or "B" is made, the issue will go before the full City Council, which meets at 8:00 PM the same night. The City Council will do one of the following:

- A. Make a motion to have Corporation Counsel draft an appropriate ordinance to approve the petition for Map Amendment.
- B. Deny the petition for Map Amendment.
- C. Hold the petition over until the next meeting.
- D. Send the petition back to the Judiciary Committee for further consideration.

If "A" is made, the drafted ordinance will come before the full City Council at the next meeting (normally 8:00 PM on the third Monday of the same month) after payment has been made to the Department of Planning and Zoning for the right-of-way. At this meeting, the City Council will do one of the following:

- A. Adopt the ordinance to vacate the right-of-way as drafted.
- B. Hold the item until the next meeting.
- C. Send the item back to the Judiciary Committee.
- D. Deny the ordinance for right-of-way vacation.

- 3. Notice of the time and place of the public hearing of the proposed right-of-way vacation will be published in a local newspaper (The News-Sun).
- 4. If approved by the City Council, the petitioner will be required to make payment to the City of Waukegan for the proportional land value of the vacated right-of-way to be vacated (calculated by using the latest available unimproved Lake County Tax Assessment Values of adjacent properties to the right-of-way proposed for vacation), minus the application fee, in order to acquire the vacated street or alley right-of-way. This payment must be made to the City of Waukegan Collector's Office prior to final approval of the ordinance vacating the said right-of-way.

DO NOT WRITE ON THIS PAGE - FOR OFFICIAL USE ONLY

**FINDING OF FACTS**

Date of Application: \_\_\_\_\_ Application # \_\_\_\_\_

Date of Hearing: \_\_\_\_\_

Fees: \$ \_\_\_\_\_

Proportional Cost of Street or Alley right-of-way: \$ \_\_\_\_\_

Date Legal Notice Published: \_\_\_\_\_

Development Commission Action: \_\_\_\_\_ For \_\_\_\_\_ Against \_\_\_\_\_ Abstain \_\_\_\_\_ Absent

Judiciary Committee Action: \_\_\_\_\_ For \_\_\_\_\_ Against \_\_\_\_\_ Abstain \_\_\_\_\_ Absent

City Council Action: \_\_\_\_\_ For \_\_\_\_\_ Against \_\_\_\_\_ Abstain \_\_\_\_\_ Absent

Date of City Council Action: \_\_\_\_\_

Ordinance Number and Findings of Fact: \_\_\_\_\_

\_\_\_\_\_  
Date Document Recorded at Lake County: \_\_\_\_\_

Recorded Document Number: \_\_\_\_\_

**TO BE COMPLETED BY APPLICANT**

Full Name of Street or Location of Alley Right-of-Way: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date of Application: \_\_\_\_\_  
(MM/DD/YY)

Application is hereby made by:

PETITIONER: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

SURVEYOR: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

LEGAL CONSULTANT: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**TO BE COMPLETED BY APPLICANT**

Size of Street or Alley Right-of-Way Vacation: \_\_\_\_\_ Acres \_\_\_\_\_ Sq. Ft.

Dimensions of Street or Alley Right-of-Way: \_\_\_\_\_

Does the proposed vacation of street or alley right-of-way contain the following improvements:

- \_\_\_\_\_ Pavement with curb and gutters
- \_\_\_\_\_ Pavement (no curb or gutters)
- \_\_\_\_\_ Gravel
- \_\_\_\_\_ Dirt
- \_\_\_\_\_ Unimproved and not currently used for traffic

- \_\_\_\_\_ Electric - above ground
- \_\_\_\_\_ Electric - below ground
- \_\_\_\_\_ Electric boxes on ground
- \_\_\_\_\_ No Electric

- \_\_\_\_\_ Telephone - above ground
- \_\_\_\_\_ Telephone - below ground
- \_\_\_\_\_ No Telephone

- \_\_\_\_\_ Water
- \_\_\_\_\_ No Water

- \_\_\_\_\_ Sanitary Sewer
- \_\_\_\_\_ No Sanitary Sewer

- \_\_\_\_\_ Storm Sewer
- \_\_\_\_\_ No Storm Sewer

- \_\_\_\_\_ Cable
- \_\_\_\_\_ Fiber Optics Cable

\_\_\_\_\_ Other Utilities List: \_\_\_\_\_

If **ANY** of the above exists within the street or alley right-of-way, they **MUST** be shown on the Plat of Vacation.

Is any part of the proposed street or alley right-of-way proposed for vacation within a:

Floodplain: \_\_\_\_\_ Wetland: \_\_\_\_\_

Undevelopable for other reasons: \_\_\_\_\_ Describe: \_\_\_\_\_

If yes, documentation must be provided.

**TO BE COMPLETED BY APPLICANT**

Are there any existing or proposed restrictions to the proposed vacated street or alley right-of-way? If so, describe: \_\_\_\_\_

\_\_\_\_\_

Description of General Location: \_\_\_\_\_

\_\_\_\_\_

**FULL** Legal Description of Street or Alley Right-of-Way: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Lake County Permanent Identification Number(s) (P.I.N.) (List all PIN numbers adjacent to the street or alley right-of-way: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Existing Adjacent Area Land Use:

\_\_\_\_\_

(Vacant - Residence - Store - Office - Factory - Etc.)

Proposed Vacated Street or Alley Right-of-Way Size:

Length \_\_\_\_\_ Width \_\_\_\_\_ Area (sq. ft.) \_\_\_\_\_

Proposed Use of Vacated Street or Alley Right-of-Way: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TO BE COMPLETED BY APPLICANT**

I (We) \_\_\_\_\_ certify that all of the above  
(Type name)

Statements and the information contained in any papers, drawings or plans submitted  
herewith are true to the best of my (our) knowledge and belief.

\_\_\_\_\_  
Signature of Applicant - Date

**SIGNATURE BY THE APPLICANT INDICATES THAT HE/SHE HAS READ AND UNDERSTANDS THE REQUIREMENTS OF THE VACATION PROCESS AND THE DEVELOPMENT COMMISSION HEARING PROCESS.**

Documentation of adjacent property ownership MUST be attached with letters of permission to vacate adjacent right-of-way from all property owners adjacent to right-of-way proposed for vacation.

Subscribed and sworn to before \_\_\_\_\_, a Notary Public  
in and for \_\_\_\_\_ County, State of \_\_\_\_\_, this  
\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Notary Public