

VACATION / RELOCATION OF EASEMENT OR RIGHT-OF-WAY

APPLICANT: _____ DAYTIME PHONE: _____

ADDRESS: _____
Mailing Address City, State Zip

PROPERTY OWNER: _____ DAYTIME PHONE: _____

ADDRESS: _____
Mailing Address City, State Zip

ENGINEER: _____

LEGAL DESCRIPTION: _____

PURPOSE OF VACATION / RELOCATION: _____

CURRENT ZONING: _____

ADDRESS OF PROPERTY: _____

LANDMARK LOCATION: _____

APPLICANT SIGNATURE

DATE

OWNER SIGNATURE

DATE

Subscribed and sworn to before me at Rapid City, South Dakota this _____ day of _____, 20____.

Notary Public: _____

My Commission Expires: _____

**PENNINGTON COUNTY
PLANNING DEPARTMENT**
315 St. Joseph Street, Rapid City, SD 57701
(605) 394-2186

**VACATION /
RELOCATION OF
EASEMENT OR RIGHT-
OF-WAY**

Page 1

**The Filing Fees for a Vacation / Relocation of Easement or Right-Of-Way
are \$250.00**

1. Discuss the proposed vacation (or relocation) with Planning staff member(s).
2. Provide the staff member with a legal description of the property involved in the request. The staff member will assist you in completion of the application form which is to be signed by the owner(s) of the subject property.
3. A fee of \$250.00 must be submitted with the application and a filing fee for the Register of Deeds in the amount of \$10.00 for the first page and \$2.00 for each additional page. A Vacation Instrument drawn by a registered professional engineer or land surveyor and marked "Exhibit A" and three copies thereof must be submitted with the application.

A petition signed by all affected property owners requesting vacation (or relocation) of access is also required at this time.
4. Upon submittal of all the application materials and the required fee, a Resolution of Vacation (or relocation) will be drawn up by the Planning Department and the item will be placed on the agenda of the next regularly scheduled Planning Commission Meeting.
5. The Planning Commission will review the item and make a recommendation to the Board of Commissioners.
6. The resolution is then submitted to the Board of Commissioners for action at their next regularly scheduled meeting.
7. Upon approval of the Resolution to Vacate by the Board of Commissioners, the Resolution and "Exhibit A" shall be filed at the Register of Deeds' Office.