



# PLAT VACATION

## *GUIDE TO VACATING A PLAT IN THE CITY OF RAYMORE*

### **Background**

The following information is for property owners in the City of Raymore wishing to vacate a plat or portion of a plat. The Raymore City Council must approve all applications for plat vacations.

### **Conditions**

To recommend or approve a request for a vacation, the Raymore City Council must conclude that:

- 1) Proper legal notice of the vacation request was given to the public and surrounding property owners;
- 2) No private rights will be injured or endangered by the vacation;
- 3) The proposed vacation is not contrary to the Raymore Growth Management Plan or any other transportation plans for the City; and
- 4) The public will suffer no loss or inconvenience thereby and that in justice to the applicant(s) the application should be granted.

The Community Development Director may determine that it would be advisable to obtain the recommendation of the Planning and Zoning Commission concerning a vacation application prior to the public hearing before the City Council. In that event the Planning and Zoning Commission will hold its own public hearing on the application following publication notice and notice to surrounding property owners in accordance with the provisions for public hearings. At the conclusion of any such public hearing, the Planning and Zoning Commission will submit its recommendation on the application to the City Council.

### **Process**

To request the vacation of a plat, an application must be filed with the Community Development Department. The application will be reviewed by City staff and the Raymore City Council. It is strongly recommended that any person submitting an application for a plat vacation contact Community Development Department staff, who will explain the review process and provide the necessary forms, checklists, and dates. Additionally, the application must be filed with the County Recorder of Deeds' office.

Upon receiving an application for a plat vacation, City staff will review the request and prepare a report containing its findings and a recommendation of approval or denial of the vacation. The application and staff report are then submitted to the City Council for final approval.

### **Decision**

City Council meetings are held on the second and fourth Monday of every month. The applicant and staff will have the opportunity to present a report on the proposed vacation. A public hearing is required. The City Council will consider staff recommendations, along with the public's input, when making their decision to approve or deny the vacation request. A bill, which requires two separate readings by the City Council, must be approved.

## Timeline

- Discuss request with City staff
- Complete application and file with Cass County
- ▶ **30 Days before City Council Meeting**
  - Filing deadline:
    - Submit a completed application (see application checklist)
  - Staff review*
- ▶ **Two Weeks Before City Council**
  - City mails notice of public hearing*
  - City posts notice of public hearing in newspaper*
- ▶ **Second & Fourth Monday of the Month**
  - City Council First Reading/Public Hearing
  - City Council Second Reading



# **PLAT VACATION APPLICATION CHECKLIST**

For applications filed under Unified Development Code Section 470.170

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*For a plat vacation request to be heard by the City Council, a completed application must be received by the Community Development Department before the filing deadline. The filing deadline for applications is typically 30 days before the City Council meeting. Please contact the Community Development Department for exact dates.*

*A completed application includes the following:*

- ❑ **A completed application form.** The application form for a plat vacation is available in the Community Development Department Office located in Raymore City Hall or at [www.raymore.com](http://www.raymore.com). The application must be signed by all persons owning property in the plat to be vacated. Applicants' signatures must be notarized and filed for record in the Cass County Recorder of Deeds office.
- ❑ **Legal description**, survey, or other drawing approved by the City Engineer depicting the plat to be vacated and the surrounding properties and property owners.
- ❑ **Ownership affidavit**, copy of deed, other proof of ownership OR completed owner(s) consent form. Consent of the persons owning two-thirds of the property immediately adjoining the plat to be vacated is required in writing.
- ❑ **An application fee of one hundred and fifty dollars (\$150.00)**, payable to the City of Raymore.



# City of Raymore

100 Municipal Circle  
Raymore, MO 64083

Phone: 816-331-1803  
Fax: 816-331-8067



## APPLICATION FOR PLAT VACATION

**FOR OFFICE  
USE ONLY:**

Case Number: \_\_\_\_\_ Staff Planner: \_\_\_\_\_  
P&Z Date: \_\_\_\_\_ CC 1st Date: \_\_\_\_\_ CC 2nd Date: \_\_\_\_\_

### APPLICANT/OWNER INFORMATION

**Applicant Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Property Owner Name** (if different than applicant): \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Firm Preparing Exhibits:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

\*All correspondence on this application should be sent to (check one):  Applicant  Property Owner  Firm

### VACATION REQUEST

The applicant is hereby requesting the vacation of the property generally described as : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### PROJECT DETAILS

Property Area in Acres and/or Square Feet: \_\_\_\_\_

Plat in Which the Property is Located: \_\_\_\_\_

Present Use of Surrounding Property: \_\_\_\_\_

**APPLICANT'S DECLARATION**

My application consists of the following items and information necessary for a complete application:

<input type="checkbox"/> <b>Completed Application Form</b>	<input type="checkbox"/> <b>Ownership affidavit OR owner(s) consent form</b> (two-thirds of property owners)
<input type="checkbox"/> <b>Attached Legal Description and Exhibit</b>	<input type="checkbox"/> <b>Required Fee: \$150.00</b>

**The following declarations are hereby made:**

- The undersigned is the owner or authorized agent of the owner or the officers of a corporation or partnership.
- The applicant has discussed this application with a staff planner in the Community Development Department.  
**Planner:** \_\_\_\_\_ **Date:** \_\_\_\_\_
- The information presented and contained within this application is true and correct to the best of the undersigner(s) knowledge.

**SIGNATURE OF OWNER(S) AND APPLICANT(S)**

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Subscribed and sworn to me on this                      Stamp:  
the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_  
in the County of \_\_\_\_\_,  
State of \_\_\_\_\_.

Notary Public: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Subscribed and sworn to me on this                      Stamp:  
the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_  
in the County of \_\_\_\_\_,  
State of \_\_\_\_\_.

Notary Public: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_

**OWNERSHIP AFFIDAVIT**

STATE OF MISSOURI            )  
COUNTY OF CASS            )

Comes now \_\_\_\_\_(owner)  
who being duly sworn upon his/her oath, does state that he/she is the owner of the  
property legally described in the plat vacation and acknowledges the submission of the  
application for plat vacation on said property under the City of Raymore Unified Development Code.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Printed Name

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

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

\_\_\_\_\_  
My Commission Expires