



## **APPLICATION FOR A VACATION**

**FEE: \$250**

This is an application to vacate certain lands, such as a right-of-way or easement. The form must be completed in accordance with directions on the accompanying instructions and filed with the Zoning Administrator. Email completed application to [Planning&Zoning@andoverks.gov](mailto:Planning&Zoning@andoverks.gov).

**(AN INCOMPLETE APPLICATION CANNOT BE ACCEPTED.)**

1. Name of Applicant/Agent \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Relationship of applicant to property is that of \_\_\_\_\_  
(Owner, Tenant, Lessee, etc.)

2. Application is made for a Vacation of (describe request):

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for property located at \_\_\_\_\_

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total lot area: \_\_\_\_\_ square feet / \_\_\_\_\_ acres  
in the City which is zoned as the \_\_\_\_\_  
District.



3. Attach any relevant supporting documents to your submission. Relevant documents include, but are not limited to:

- a. The full legal description (metes and bounds) of the area to be vacated;
- b. A diagram or survey showing the area to be vacated;
- c. Title work or other evidence of land ownership;
- d. A written petition for Vacation;

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Applicant

Date

Agent (if any)

Date

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OFFICE USE ONLY

Application number: **Z-SU** \_\_\_\_\_ - \_\_\_\_\_

Submission received: \_\_\_\_\_