

A Step-by-Step Guide to Vacating Streets, Alleys and Other Public Right-of-Ways

1. The Application

An application requesting the vacation of a street, alley or other public right-of-way should be filed with the City of Spokane, Development Services Center on the Third Floor of City Hall (see application on back). The Development Services Center may be contacted at (509) 625-6300.

The application must be signed by the property owners representing at least 66 2/3% of the frontage bordering the right-of-way to be vacated. However, we recommend that you obtain 100% of the bordering property owners' signatures.

When the application is filed, a non-refundable fee of \$400.00 must also be paid to the City of Spokane.

The application should explain:

- The area to be vacated
- The public benefits of the project, and
- The reasons for the proposed vacation.

2. Proposal Review

When the application is filed, the Development Services Center will review the vacation proposal and verify ownership. Copies of the application will be sent to all concerned City departments and private utilities requesting comments.

3. Public Hearing

After all comments are received and reviewed the Spokane City Council will set a date for a public hearing on the vacation request and notify property owners by mail. The applicant will need to post notices on the site of the proposed vacation.

Prior to the hearing, the Development Services Center will make a recommendation as to the vacation's feasibility to the City Council. The recommendation will include the specific requirements of the vacation, such as drainage, street closure and necessary easements.

The property owner is responsible for paying for the expense of closing the right-of-way. The cost may include removal and replacement of concrete, asphalt, and other items.

4. Payment for Land

Payment for vacated land falls into two categories: for right-of-way that was dedicated less than 25 years ago, the City of Spokane charges one-half the assessed value; for right-of-way that was dedicated more than 25 years ago, the full assessed value will be charged. The value will be based on the unimproved land value of the adjoining property(s), as determined by the Spokane County Assessor's Office.

5. City Council Action

If the City Council approves the vacation application at the public hearing, the Development Services Center will submit an ordinance to the Council for approval which outlines the terms and conditions of the vacation.

The ordinance may retain easements or the right to grant easements for the construction, repair, and maintenance of public and private utilities and services.


When the applicant completes all conditions, final reading of the ordinance will be made. Upon approval of the vacating ordinance a 30-day appeal period is required by law. If there are no objections filed, the ordinance will then be finalized and recorded.

The City does not determine ownership of the vacated area. It is determined by the original platting of the right-of-way. Typically this would mean that the property would go one-half to the adjoining properties on each side of the vacated area.

This process will take three to six months, possibly more, depending on the circumstances.



Development Services Center
City of Spokane • City Hall • 3rd Floor
808 W. Spokane Falls Blvd
Spokane, WA 99201-3343
(509) 625-6300

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Street Vacation



For both residential and commercial property owners, vacating an unused or unneeded street, alley or other public right-of-way can be a valuable option.

If your property is adjacent to an unused street, you might consider a street vacation. The following is a brief step-by-step guide to how you and your neighbors can successfully accomplish a street vacation project.



Date _____

I hereby make application for the vacation of _____

from _____ to _____.

The reasons for the vacation are: _____

Public benefits to be derived from the vacation are: _____

**Property
Owner 1**

Parcel Number _____

Proponent's (Record Owner's) Signature _____

Print Name _____

Email _____ Phone Number _____

Office Use Lot _____ Block _____ Addition _____

**Property
Owner 2**

Parcel Number _____

Proponent's (Record Owner's) Signature _____

Print Name _____

Email _____ Phone Number _____

Office Use Lot _____ Block _____ Addition _____

**Property
Owner 3**

Parcel Number _____

Proponent's (Record Owner's) Signature _____

Print Name _____

Email _____ Phone Number _____

Office Use Lot _____ Block _____ Addition _____

**Property
Owner 4**

Parcel Number _____

Proponent's (Record Owner's) Signature _____

Print Name _____

Email _____ Phone Number _____

Office Use Lot _____ Block _____ Addition _____