



# Vacating Streets, Alleys and Other Public Right-of-Ways

Rev.20250114

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 below list of required items can be submitted in person on the 3rd floor of City Hall or can be mailed to the address listed at the bottom of this page.

(Applications must be for the entire block. Appropriate justification must be submitted with this application in order to deviate from this standard.)

## Completed Vacation Application

The vacation application must be filled out and signed by the adjacent land owners.

## Application Fee

A link to pay the application fee will be provided after all the checklist items are received.

## Site Plan

A dimensioned site plan showing the conceptual layout of the vacated right-of-way after it has been vacated and developed. If the right-of-way is to remain the same after being vacated please indicate this on the site plan. If the vacation area abuts other right-of-ways, the site plan must show how the vacated right-of-way will be closed and how it will interact with the remaining right-of-way.

## Written Narrative

A written narrative describing the purpose or reason for the proposed right-of-way vacation, a description of what is proposed for the vacated area, and a description of how the vacation is a benefit to the public.

## Responses to the Below Questions

- Is the right-of-way no longer required for public use or access?
- How will the use of the right-of-way change after it becomes private property.
- Will the vacation result in any parcel of land being denied sole access to a public right-of-way?
- Are there any utilities in the right-of-way and if so do you plan to relocate them? If the utilities are not relocated, the City will retain no-build easements in the final vacation ordinance for the surveyors.

## 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.

## 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 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.

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.

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 \_\_\_\_\_