



City of Flint
Department of Business and Community Services
1101 S Saginaw Street Room S105, Flint, MI 48502
Phone: (810)766-7426

<https://www.cityofflint.com/departments/bcs/>

Fee: \$1500 + \$100/100 linear ft
Date Rec'd: _____
Application #: _____
Meeting Date: _____

Application for Street, Alley, or Other Public Ground Vacation

☐ **Street Vacation**

☐ **Alley Vacation**

☐ **Other Public
Ground Vacation**

Property Information

Street/Alley/Other Public Ground to be Vacated:

Nearest Cross Streets:

Located between:

_____ & _____
(street) (street)

Legal Description:

Acreage:

Address(es) & Parcel I.D. Number(s) (if applicable):

Zoning District (if applicable):

Reason for Vacation

Applicant Information

Applicant	Name:			
	Firm:			
	Address:			
	City:			
	State:		Zip Code:	
	Phone:		Email:	
	Applicant Signature:			

Applicant Notarization	
1. Name of Applicant	
2. Address of Applicant	
3. City of Applicant	
4. State of Applicant	
5. Date of Notarization	
6. Signature of Applicant	
7. Notary Public Signature	
8. Notary Public Seal	

The above information and attached exhibits, to my knowledge and belief, are true and correct.

Printed Name of Applicant

Signature of Applicant

Notary Public's Name (printed)

Signature of Notary

My Commission Expires

State; County

Subscribed and sworn to before me this _____ day of _____,
(Day) (Month)
_____.
(Year)

Owner Information

Property Owner ☐ Same as applicant	Name:			
	Firm:			
	Address:			
	City:			
	State:		Zip Code:	
	Phone:		Email:	
	Designee of Agency Authorizing Vacation:			
	Designee Signature:			

Please note:

The non-refundable fee made payable to the City of Flint must accompany your application.

For fees, please reference the City of Flint [Master Fee Schedule](#).

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Affidavit & Consent of Owner

Project _____

Docket _____
(If Applicable)

Complete and submit if applicant is different from the property owner.

I (we) _____
NAME(S)

After being first duly sworn, depose and say:

1. That I/we are the owner(s) of the real estate located at _____.
(Please include the Address(es) and Parcel Identification Number(s) (PID))
(For requests that appertain to multiple parcels of real property attach (a) notarized exhibit(s) to this affidavit)
2. That I/we have read and examined the Application, and are familiar with its contents.
3. That I/we have no objection to, and consent to such request as set forth in the application.
4. Such request being made by the applicant (☐ is) (☐ is not) a condition to the sale or lease of the above reference property.

(AFFIANT)

STATE OF MICHIGAN)

) SS:

COUNTY OF _____)

Subscribed and sworn to before me this _____ day of _____, _____.
(Day) (Month) (Year)

Seal:

(Print)

_____, Notary Public
(Signature)

My Commission expires: _____

County of Residence: _____

VACATION OF STREET, ALLEY, OR PUBLIC GROUNDS **APPLICATION PROCEDURES**

- 1) Prior to application, please contact the City of Flint Zoning Division staff to discuss the vacation request to ensure that the applicant is aware of the effects the vacation may have and any responsibilities that may apply to the applicant should the vacation be approved.
- 2) Submit application to City of Flint Zoning Division; include with the application:
 - a) The associated non-refundable \$1002 fee made payable to the "City of Flint";
 - b) A survey with legal description of the requested vacation;
 - c) A copy of the original plat map identifying the subject area and adjoining properties
 - d) Any letters from all the applicable utility companies indicating no objection to the vacation;
 - e) If applicable, the attached petition form with names, addresses and signatures of abutting property owners of the requested vacation for verification of concurrence with the requested vacation.
 - f) Any other information you feel necessary for the Planning Commission to review your request.
- 3) Notice of Public Hearing:
 - a) Legal Notice: No less than 15 days before the public hearing, Zoning staff will prepare a public notice to be published in the Flint Journal, giving notice of the public hearing, and outlining the applicant's request.
 - b) Public Notice: No less than 15 days before the public meeting, Zoning Staff will send a mailed notice, via USPS, to property owners within 300 feet of the subject site to inform them of the request and when and where the public hearing will take place.

VACATION OF STREET, ALLEY, OR PUBLIC GROUNDS

APPLICATION PROCEDURES

4) Application Review

- a)** Zoning staff reviews the application, any additional materials submitted, and conducts a site visit. A staff report is generated and submitted to the Planning Commission summarizing the merits of the application, planning principals, input from various City departments, utility companies, transportation agencies, and any other relevant background information.
- b)** Prior to the public hearing, the Planning Commission reviews all application materials, the staff review, and conducts a site visit of the subject site.

5) Planning Commission

- a)** During the public hearing portion of the Planning Commission meeting, the applicant has the opportunity to address the Commission regarding the vacation request. In addition, anyone with interest in the case is also given an opportunity to address the Commission, either for or against the requested vacation. The Planning Commission considers all public input prior to rendering a recommendation.
- b)** After public comment is given, the Commission will deliberate on the merits of the case and vote on a recommendation to forward to the Flint City Council. The application is then forwarded to City Council with the Planning Commission's recommendation.

6) City Council

- a)** The Flint City Council will schedule a public hearing, publish a notice of said public hearing and hold the public hearing at one of their regularly scheduled meetings. The Flint City Council renders the final decision to approve or deny the application for the requested vacation.
- b)** A vacation and discontinuance of street, alley, or public ground requires approval of City Council and adoption by Resolution. Should the vacation be approved, the city property shall cease to be part of the city public system and the land will become the property of the adjoining landowner and placed on the assessment rolls for the purpose of taxation. The city may reserve an easement for public utility purposes. It becomes the new owner's responsibility to maintain the property they have acquired.

VACATION OF STREET, ALLEY, OR PUBLIC GROUNDS **APPLICATION PROCEDURES**

- 7) Upon approval, within 30 days the City Clerk shall record a certified copy of the resolution with the Register of Deeds for Genesee County and forward a certified copy of the resolution to the State Treasurer.

Please use the following link below in **BLUE**, to review the City of Flint, City Code language for the vacation of streets, alleys, or other public grounds:
[City of Flint City Code Chapter 50, §42-25](#)

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City of Flint
Department of Business and Community Services
1101 S Saginaw Street Room S105, Flint, MI 48502
Phone: (810)766-7426
www.cityofflint.com/zoning-division//

Petition

We, the undersigned, petition the City of Flint as follows:

Street Address	Name (Print)	Signature

City of Flint
Department of Business and Community Services
1101 S Saginaw Street Room S105, Flint, MI 48502
Phone: (810)766-7426
www.cityofflint.com/zoning-division//

[illegible]