

## Road Vacation Process Checklist

### When the completed petition is received by Council Office from Executive's Office:

# AB2019-262 Related File	Resolution to Vacate comes through for Introduction on a Council agenda. Make sure the following are attached to the file in Legistar: 1. A map of the proposed area to be vacated 2. A copy of the original petition to vacate 3. An Engineers Report with an estimated property value and conditions of vacation. If documents are missing contact PW Admin.
Introduced July 9, 2019 all letters sent 7.15.19	After the resolution has been introduced prepare the following: *Public Hearing Notice *Email to Bham Herald for publication *Affidavit of Posting *Step 1 Letters and Memos *Fire-Water District letters <span style="float: right; color: blue;">Email to Herald sent 7.15.2019</span>
7.15.19	Send the Email to Bham Herald for publication. The Bellingham Herald will bill the petitioner directly. Request confirmation that petitioner has paid prior to the public hearing date.
and → 7.3.19 7.15.19	Make a paper file to keep hard copies of documents such as preliminary orders, etc. that need original signatures.
7.15.19	Distribute the memos and letters as appropriate. Send the Affidavit of Posting to PW with memo.
7.15.19	Enter the hearing date in the file in Legistar. Attach the notice to the file.
7.15.19	Attach the documents above to the file in Legistar

### After the public hearing and the Council's final decision:

#### PETITION APPROVED:

10/2/19	If the Council approves the resolution to vacate prepare the Preliminary Order of Vacation.
10/10/19	Have Engineering review the preliminary order of vacation; if ok have the Council Chair sign it.
10/11/19	Have the preliminary order of vacation recorded by the County Auditor. #2019-1001614
10/11/19	Copy, distribute and file the documents and preliminary order as indicated in the cc section on the bottom of the letter. <b>KEEP THE ORIGINAL PRELIMINARY ORDER for our files.</b>
10/11/19	Attach the recorded Preliminary Order to the file in Legistar

#### After Payment Is Received:

2/5/2020	Make a photocopy of the check, money order, or receipt for cash to keep in our files. Send the money to Public Works Accounting (or walk it over if it is a large amount of cash.)
2/5/2020	Prepare the Final Order of Vacation
2/7/2020	Have Engineering review the final order of vacation; then have the Council Chairperson sign it.
2/7/2020	Have the <b>final order of vacation</b> , and the <b>resolution approving the vacation</b> recorded by the County Auditor
✓	Copy, distribute and file the information as directed. <b>KEEP THE ORIGINAL FINAL ORDER for our files.</b>
2/7/2020	Attach the recorded Final Order of Vacation and Resolution to the file in Legistar

#### Petition Denied:

	Prepare letter to petitioner explaining the request to vacate was denied by the Council. This letter contains a chart explaining expenses and whether there will be a refund or there is an amount due.
	If there is a refund due the Treasurer's Office will issue the refund. (Contact PW Accounting to ask if they request the refund or if you should send them a copy of the letter and they will take care of it from there.)

**The process is complete!**