



Planning & Economic Development Department
100 Hughes Road
Madison, Alabama 35758

1. **Use of this form:** Use this form to request the vacation of a street, right-of-way, easement or other real property or real property rights owned by the City of Madison.
2. **Instructions:** Complete this form and attach the following:
 - (1) A complete legal description of the property to be vacated.
 - (2) A complete legal description of the parcel in which the property to be vacated is located.
 - (3) A professionally prepared survey, plat, or similar document depicting the location of the parcel and the portion to be vacated.
 - (4) A copy of deed. In the case of street vacations, all adjoining parcels must be depicted.
3. **Approvals Required:** The City of Madison will request comments and/or approval from any or all of the following agencies or departments:
 - a) Madison Water and Wastewater Authority
 - b) North Alabama Gas District
 - c) City of Madison Public Works Department
 - d) City of Madison Engineering Department
 - e) City of Madison Planning Department

The applicant will need to contact Huntsville or Athens Utilities to obtain their approval and complete any information in which they require.

4. **Fees:** The City currently charges one hundred and fifty dollars (\$150.00) for each request. The monetary fee for quitclaimed property is normally ten dollars (\$10.00) which is included in the application fee. Any review fees levied by utility companies are the responsibility of the applicant.

Please direct all questions to the Planning Department at (256) 774-4403 or
ross.ivey@madisonal.gov

Request to Vacate Real Property Owned by The City of Madison

Applicant: _____

Address: _____

Email Address/Phone: _____

Location of property: *(state lot and block or attach metes and bounds description of entire lot)*

Lot _____ Block _____ Description attached _____

State your ownership in this lot:

___ Fee simple estate ___ Leased fee

___ Easement ___ Renter or leaseholder

___ Other:(describe) _____

This request is to vacate: (check one)

___ Easement (___ utility ___ access ___ landscape)

___ Paved Street

___ Unpaved Right-of-Way

___ Other (describe) _____

Reason for request: _____

To the best of your knowledge, are any utilities located in the easement, including drainage ditches or pipes?

___ Yes ___ No

I hereby make application for vacation of the above cited property owned by the City of Madison. All of the statements contained in this application are true to the best of my knowledge and belief. I have attached all required documents (as listed on the instruction sheet).

Signature & Date: _____

Application fee paid: _____