



City of Decatur  
1 Gary K Anderson Plaza  
Decatur, IL 62523

**Request for Vacation of  
Utility Easement or Public Right of Way**

To: The Mayor and City Council  
Members of the City Plan Commission

Date: \_\_\_\_\_

The undersigned, \_\_\_\_\_, hereby requests the  
vacation of the following: \_\_\_\_\_ EASEMENT VACATION \_\_\_\_\_ ROW VACATION  
legally described as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Located at: \_\_\_\_\_

Address and phone number of petitioner/owner  
(Fax number and E-mail address optional)

Address and phone number of representative  
(Fax number and E-mail address optional)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PETITIONER REQUIREMENTS:**

1. Plat of area proposed for vacation.
2. All appropriate utility companies and franchise holders will be contacted regarding the requested vacation. Please provide copies of utility letters.
3. All property owners with land abutting the property to be vacated shall be served proper notice by letter delivery by certified mail. Please provide copies of documentation.

**UTILITY EASEMENTS ONLY**

4. If compensation is required (due to the individual nature of each request) an approved recent appraisal, at the expense of the petitioner, will be required.

**PUBLIC PROPERTY/ROW VACATIONS ONLY**

4. Compensation shall be required, based upon an approved recent appraisal at the expense of the petitioner. Whenever any appraisal indicates compensation to be paid in excess of \$2000, a second appraisal at the expense of the City will be commissioned; the higher appraisal of the two will be utilized to determine compensation paid to the City.
5. All requests for property vacation should be submitted to the Plan Commission for public hearing.

Signature of Petitioner \_\_\_\_\_