

City of Waterloo Planning & Zoning Department  
715 Mulberry Street, Waterloo, Iowa 50703  
(319) 291-4366

- ☐ Offer to Vacate and Purchase City Right-of-Way  
☒ Request to Vacate Easement, Vacate Sidewalk, or Encroachment Agreement  
☐ Sale of City-Owned Property

Applicant: City of Waterloo Address: 715 Mulberry Street Phone No.: 319-291-4366  
Email:

General Description of Property to Vacated (i.e.- alley between A St. & B St., South of C St.):

East High School - 214 High Street

Legal description of area to be conveyed, vacated, or encroached:

Parcel 8913-24-327-0444, 8913-24-327-045

1. **A non-refundable filing fee(s)** shall be made as follows (checks payable to City of Waterloo):
  - Right-of-way vacation – One Hundred Seventy Five Dollar (\$175.00) Filing Fee
  - Easement or sidewalk vacation – Seventy Five Dollar (\$75.00) Filing Fee
  - Encroachment – One Hundred Dollar (\$100.00) Filing Fee
  - Sale of city-owned property not required to be vacated – No Fee
  - Any request not meeting the Sale of Property Policy – One Hundred Dollar (\$100.00) Fee
2. **Offer Price\***[Note: If the offer price meets the Sale of Property Policy (see attached) the request will not be required to be reviewed by the Building & Grounds Committee.]
  - Asking price (see attached Sale of Property Policy for how calculated): \_\_\_\_\_
  - Deductions
    - May decrease price by 50% for area located within an easement: \_\_\_\_\_
    - May decrease price for the City tax that will be collected on the land within 5 yrs (8 yrs inside of the CURA): \_\_\_\_\_
    - Costs (surveying & misc., demolition, remove of curbs, etc): \_\_\_\_\_

Asking price – Deductions = Value of Property: \_\_\_\_\_

**Offer Price for Entire Area:** \$0

**Note:** The above information is a summary of the Sale of Property Policy (see attached). All requests to vacate and purchase City right-of-way must be accompanied by a signed "Intent to Vacate" form for each abutting property to the area to be vacated. Any request that fails to meet the Sale of Property Policy shall not be forwarded to the Building and Grounds Committee or City Council. Any such applicant shall need to request review to Building and Grounds through a City Council member.

3. **Publication and Recording Fees\*:** At the time a buyer(s) has been selected, all publication costs and recording fees must be paid by the applicant. Applicant shall be responsible for collecting from other buyers.
4. **Easement\*:** The following easement shall be retained:  
\_\_\_\_\_
5. **Other:** Please provide a site plan and/or aerial photo of the area to be vacated if the request involves additional construction as the reason for the request.

[Signature]  
Applicant

4.26.21  
Date

\*Not required for easement vacates sidewalk vacates or Encroachment Agreements