

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

**Buena Vista Township  
Comprehensive Application Form  
Vacation of Streets**

**1. Applicant:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual \_\_\_\_\_

**2. Subject Property:**

Location: \_\_\_\_\_ Block \_\_\_\_\_ Lot (s) \_\_\_\_\_  
Dimensions: Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Total Area \_\_\_\_\_

**3. Owner if Other Than Applicant:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_

**4. Streets to be vacated:**

**Please complete information for each individual street that is proposed to be vacated.**

Street Name: \_\_\_\_\_  
Specify boundaries from which street will be vacated: \_\_\_\_\_

Width of street to be vacated: \_\_\_\_\_  
Length of street to be vacated: \_\_\_\_\_

Street Name: \_\_\_\_\_  
Specify boundaries from which street will be vacated: \_\_\_\_\_

Width of street to be vacated: \_\_\_\_\_  
Length of street to be vacated: \_\_\_\_\_

Street Name: \_\_\_\_\_  
Specify boundaries from which street will be vacated: \_\_\_\_\_

Width of street to be vacated: \_\_\_\_\_  
Length of street to be vacated: \_\_\_\_\_

**5. Property Information:**

Upon approval and recommendation by Planning Board the applicant shall prepare legal description of the portion of the roadway to be vacated to the township for review and approval.

**NOTE:** All of the above existing and proposed must be submitted for review and must be written in easily understandable English in order to be approved.

**6. Applicant's Attorney:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

**7. Applicant's Engineer/Surveyor:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

**8. List any other expert who will submit a report or will testify for the applicant:**

Name: \_\_\_\_\_

Field of expertise: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Name: \_\_\_\_\_

Field of expertise: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

**9. REASON FOR PROPOSED VACATION OF STREET(S)**

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**10. PUBLIC NOTICE:**

Applicant must obtain a certified list of property owners within 200' from the tax Assessor( \$10.00 fee). Certified letter must be mailed to those property owners notifying them of the intention to vacate the street, the exact dimension of the vacation, the date, time, and location of the public hearing.

A legal ad must be placed in the newspaper containing the information of the intention to vacate the street, the exact dimension of the vacation, the date, time, and location of the public hearing.

Plans must be drawn to show the exact area of the proposed vacation of streets including the dimension of the final lot.

**All applications must be submitted with a check for review escrow in the amount of \$750.00 per roadway to be vacated, payable to Buena Vista Township.**

**Certifications:** I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am the Corporate Officer and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant.

{If the applicant is a corporation this must be signed by an authorized corporate officer. If the application is a partnership, this must be signed by a general partner.}

**Sworn to and described before me this**

**\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_**

\_\_\_\_\_  
**Notary Public**

\_\_\_\_\_  
**Signature of Applicant**

11. I certify that I am the owner of the property which is the subject of the application, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representing made and the decision in the same manner as if I were the applicant.

{If the applicant is a corporation this must be signed by an authorized corporate officer. If the application is a partnership, this must be signed by a general partner.}

**Sworn to and described before me this**

**\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_**

\_\_\_\_\_  
**Notary Public**

\_\_\_\_\_  
**Signature of Owner**

11. I understand that the sum of \$ 750.00 has been deposited in an escrow account. In accordance with the ordinances of Buena Vista Township, I further understand that the escrow account is established to cover the costs of professional services including the engineer, planner, legal and other expenses associated with the review of submitted materials and publication of the decision and resolution. Sums not used in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add the sum to the escrow within 15 days.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner/Applicant