



COMMUNITY DEVELOPMENT DEPARTMENT
160 LAKE STREET NORTH
BIG LAKE MN, 55309
763-263-2107
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**VACATION
 APPLICATION
 CHECKLIST**

APPLICANT CHECK IN	APPLICATION SUBMITTAL REQUIREMENTS	CITY CHECK IN
	A completed City of Big Lake Land Use Application form with full legal description.	
	A completed checklist form with all required items from below.	
	Written petition for vacation, signed by the applicant and property owner. Petition must include an accurate legal description of the area to be vacated.	
	Current certified survey (within 6 months) for affected parcels, showing existing conditions and structures and existing and proposed lot lines.	
	General grading and drainage information.	
	Utilities (water, sewer, storm sewer, and service connections).	
	All existing and proposed required easements.	
	Minimum building setback lines, including accessory buildings.	
	If deemed necessary by the Zoning Administrator, a survey may be required to be submitted with the application or after approval of the vacation.	
	Application fees and escrow per Land Use Application form.	