



## **PROCEDURE FOR VACATION OF A PUBLIC EASEMENT**

1. A vacation request in the form of a signed letter, a location map, tax parcel identification number of the property involved, a legal description of the easement to be vacated, and signatures of approval from public utility companies (form attached) shall be submitted to the Public Works Department. The applicant is responsible for providing all the completed documents outlined above.
2. It will be the applicant's responsibility to obtain the signatures of approval from public utility companies. The approval form can be found on the City's website at: <http://www.go2kennewick.com> – Choose Documents & Forms /Engineering /Forms /Easement Vacation (forms appear on the bottom of the screen. If the easement being vacated is designated on the Plat or Deed for a single utility, the only utility company signature required on the form will be the one owning the easement. Verification that no other utilities cross over the easement must be provided.
3. Payment of \$123.00, which includes a \$50.00 processing fee and a \$73.00 recording fee, is required at the time of submitting the vacation request. The processing fee is nonrefundable. The recording fee is only refundable if the easement vacation is not approved.
4. Upon verification that all the vacation request documentation is complete, copies of the vacation request will be routed to the Community and Economic Development, Fire, Police, Parks & Recreation Departments and any other affected parties for review and comments. Ten (10) working days are allowed for this process. Incomplete documents shall be sent back to the applicant for correction prior to processing the request.
5. Once all the documentation is received, reviewed, and if there are no issues, then the vacation request will be placed on the next available City Council agenda to request for a motion to set a Public Hearing for the easement vacation. (City Council normally meets the first and third Tuesday evenings of each month). The Public Hearing is generally scheduled for the next City Council meeting. The City Clerk will notify all abutting property owners and publish a Notice of Public Hearing in the Tri-City Herald ten (10) days prior to the Public Hearing. A copy of the City Council agenda items will be sent to the party requesting the easement vacation.
6. The City Attorney's office will prepare a Resolution of Vacation for the Public Hearing.
7. The Public Works Department will prepare a Quit Claim Deed to be signed by the mayor and city clerk, upon Council approval of the Resolution for Vacation. The entire vacation process takes approximately six to eight weeks.
8. The Public Works Department will mail the party requesting the easement vacation a copy of the Resolution and signed Quit Claim Deed. The city clerk will record the Resolution and Quit Claim Deed with the Benton County Auditor. When copies of the recorded documents have been received, the Public Works Dept. shall place the information on city maps.

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

**PUBLIC WORKS DEPARTMENT**

City of Kennewick

PO Box 6108

Kennewick, WA 99336

FAX: 585-4511

**Petition for Public Utility Company Approval for Vacation of an Easement**

**We, the undersigned utilities, have no objection to the relinquishment of a:**

\_\_\_\_\_  
Size of Easement

\_\_\_\_\_  
Type of Easement

If irrigation easement only, only an Irrigation District signature is required.

\_\_\_\_\_  
Tax parcel identification number

\_\_\_\_\_  
Legal description (May attach a separate sheet)

\_\_\_\_\_

\_\_\_\_\_  
Physical Address (if applicable)

The owner, \_\_\_\_\_, has made arrangements with us for any necessary relocation work and granting of any new easement we may need. Please sign approval on the designated line below. **Signatures are to be obtained by petitioner.**

\_\_\_\_\_  
**Benton County P.U.D. No. 1** East of SR395 – Rick Sunford **Fax:** (509) 586-6876 **Ph:** (509) 582-1271 [Sunfordr@bentonpud.org](mailto:Sunfordr@bentonpud.org)  
West of SR395 – Dave Smith **Fax:** (509) 586-6876 **Ph:** (509) 582-1231 [smithd@bentonpud.org](mailto:smithd@bentonpud.org)  
Center of SR39 to Limits – Ken Klander **Fax:** (509) 586-6876 **Ph:** (509) 582-1241 [klanderk@bentonpud.org](mailto:klanderk@bentonpud.org)

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**Frontier Communications Company** Greg Goodwin **Fax:** (509) 736-6689 **Phone:** 736-3720 [gregory.l.goodwin@ftr.com](mailto:gregory.l.goodwin@ftr.com)  
Alternate - Gary Taylor **Fax:** (509) 736-6689 **Phone:** (509) 736-3722 [gary.k.taylor@ftr.com](mailto:gary.k.taylor@ftr.com)

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**Charter Communications** Dean Kelley **Fax:** (509) 735-3795 **Ph:** (509) 222-2665 **Cell:** 727-6006 [dean.kelley@charter.com](mailto:dean.kelley@charter.com)

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**Cascade Natural Gas Company** Glenn Helton **Fax:** (509) 735-9141 **Phone:** (509) 460-6687 [glenn.helton@cngc.com](mailto:glenn.helton@cngc.com)  
Arnie Garza **Fax:** (509) 735-9141 **Phone:** (509) 736-5563 [arnie.garza@cngc.com](mailto:arnie.garza@cngc.com)

**(Obtain only the signature from the irrigation company that serves the property)**

\_\_\_\_\_  
**Irrigation District** **CID:** Joel Teeley **Fax** (509) 586-0485 **Phone:** (509) 586-6118 [jteeley@columbiairrigation.com](mailto:jteeley@columbiairrigation.com)

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**Irrigation District** **KID:** Jason McShane **Fax** (509) 586-7763 **Phone:** (509) 586-9111 [jmcshane@kid.org](mailto:jmcshane@kid.org)  
Ben Woodard **Fax** (509) 586-7763 **Phone:** (509) 586-9111 [bwoodard@kid.org](mailto:bwoodard@kid.org)

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**City of Kennewick Utility Coordinator**, Public Works Dept, 1010 Chemical Drive Fernando Garcia  
**FAX:** (509) 585-4451 **Phone:** (509) 585-4481 **(Return to Sherry Hummel– she will obtain this signature)**

\_\_\_\_\_  
Owner's Applicant's Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone