



PROCEDURE FOR VACATION OF A PUBLIC EASEMENT

For questions regarding easement vacations and/or the City's ability to vacate an easement, or to instigate the vacation process, please contact Scott Szendre, PLS at: Scott.Szendre@ci.kennewick.wa.us or (509) 585-4446. This step is considered as an initial review of a request for vacation of a public easement.

1. Upon completion of the initial review the applicant will need to provide the following documents to the Public Works Department at the Dan Frost Municipal Services Building, 1010 E. Chemical Drive, Kennewick, WA 99336 **Attn: Scott Szendre**, Mailed applications will need to be mailed to PO Box 6108 Kennewick, WA 99336
 - A vacation request in the form of a signed letter stating what the applicant is requesting to vacate and why.
 - Drawing & legal description of the easement to be vacated.
 - Petition (form provided by the City) completed by the applicant that includes easement size, type, parcel identification number, physical address, owner name & signature, and required signatures of approval from public utility companies (if applicable).
 - Payment in the form of a check in the amount of \$50.00 for the processing fee plus the amount of current Benton County Auditor recording fee (<https://www.bentonauditor.com/Recording-Services>). The \$50.00 processing fee is nonrefundable. The recording fee is only refundable if the easement vacation is not approved.
2. It will be the applicant's responsibility to obtain the signatures and approvals from public utility companies listed on the required petition for the vacation of a utility easement. Please note the following:
 - If the easement being vacated is designated on the Plat or Deed for a specific utility (i.e. PUD, Irrigation, etc.) the applicant will need to vacate the easement through that designated utility and provide a copy of the recorded deed to the City to update city maps.
 - If the easement being vacated is a city utility only (i.e. water, sewer) the applicant will need to complete the petition information only and return for City staff approval.
 - If the easement is an access easement for other than public purposes, the vacation is a private matter and cannot be vacated by the City. The vacation will need to be resolved by adjoining property owners.
3. Upon verification that all the vacation request documentation is complete, copies of the vacation request will be routed to the Public Works, Developmental Services, Police, Fire, and Parks & Recreation Departments 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.
4. Once all the documentation is reviewed, and if there are no issues; the vacation request will be placed on the next available City Council meeting agenda for a Public Hearing. City Council meetings are typically held on the first and third Tuesday evening of each month. The City Clerk will publish a Notice of Public Hearing in the Tri-City Herald ten (10) calendar days prior to the Public Hearing. The applicant will be notified of the date of the Public Hearing.
5. The City Attorney's office will prepare a Resolution of Vacation for the Public Hearing.
6. 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 four (4) weeks upon receipt of a completed application.
7. The Public Works Department will be responsible for recording the Quit Claim Deed with the Benton County Auditor's Office and will provide the party requesting the easement vacation a copy of the signed Quit Claim Deed upon recording. The vacation information will then be updated on city maps.