

## PROCESS OF EXTINGUISHING PUBLIC EASEMENTS

### Property Owner (s) Desires to Extinguish Public Easement:

- Refer property owner to Planning Commission
- Public easement extinguished as it was created
- Major subdivision easement created by, and extinguished By Planning Commission
- Minor subdivision easement created by and extinguished By PC Staff

#### If Easement Is a Minor Subdivision Creation

- Signed application for a minor subdivision, specifying reasons/explanation of public easement extinguishment
- Plat prepared by licensed surveyor ready to be recorded (5 copies of the plat is required, including a pdf copy)
- Recording and plat fee of \$71.00

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- Recording and plat fee of \$71.00

#### Staff and Utility Review:

- Staff reviews plat
- Staff distributes plat to all applicable utilities and franchise providers for review and comments, including PC Staff review
- All utilities and franchise providers must agree to public easement extinguishment and send Planning Commission staff recommendation of approval before request is forwarded to **Executive Director for signature**

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- Staff reviews plat
- Staff distributes plat to all applicable utilities and franchise providers for review and comments, including PC Staff review
- All utilities and franchise providers must agree to public easement extinguishment and send Planning Commission staff recommendation of approval before request is forwarded to the next **Planning Commission meeting**

#### Approval Process

- Executive Director approves request
- If request is approved, planning staff records plat at the Courthouse and sends a copy of the plat to property owner.

#### Approval and Hearing Process

- Staff sends notice to all adjoining property owners possibly affected by public easement extinguishment
- Staff advertises request for a Public Hearing with the Planning Commission seven (7) days in advance
- Planning Commission holds Public Hearing and approves or denies request
- If request is approved, Planning Staff records plat at the courthouse