Village of
Ashwaubenon
2155 Holmgren Way • Ashwaubenon, WI 54304
www.ashwaubenon.com
P: 920.492.2308 F: 920.492.2311

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Plan Board Date: _____
Village Board Posting: _____

***Attach Map - Showing Street Vacation Request**

Street Vacation Checklist

Vacation Request Information

Street Name _____ From _____ To _____
(From Street) (To Street)

Impacted Parcels (attach additional page if needed)

VA-	Owner:	VA-	Owner:
VA-	Owner:	VA-	Owner:
VA-	Owner:	VA-	Owner:
VA-	Owner:	VA-	Owner:

GIS Coordinator - Francine Roberg

Completed	Date	
☐	_____	Call in Digger's Hotline locates for the area to be vacated;
☐	_____	Field verify locates and prepare map of all utilities in the right of way;
☐	_____	Prepare/obtain legal description for possible vacated area

Comments:

_____

_____

Public Works Director - Doug Martin

Completed	Date	
☐	_____	Notify all municipal and non-municipal utilities of request to vacate and obtain cost estimates for any relocation and identify what utilities must remain

Comments:

_____

_____

Planning & Zoning - Aaron Schuette

Completed	Date	
☐	_____	Bring to Plan Commission for comment on vacation (may be completed before or after Village Board adopts initial resolution to vacate);
☐	_____	Bring to Village Board with Initial Resolution to Vacate;
☐	_____	Bring to Village Board for public hearing (after 40 day period) and adoption of resolution to vacate;
☐	_____	Obtain comments on possible vacation from Public Safety and Public Works

Comments:

_____

_____

Public Safety Director - Brian Uhl

Comments:

_____

_____

_____

_____

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Village Clerk/Treasurer – Patrick Moynihan Jr.

Completed	Date	
☐	_____	Following adoption of initial resolution to vacate, publish notice of public hearing on the vacation (Class 3 notice);
☐	_____	Coordinate with Village Attorney for personal service of notice of initial resolution and public hearing to property owner(s) abutting to street;
☐	_____	Mail notice of public hearing to property owners within 200 feet of the vacation (as courtesy)

Comments:

_____

_____

Village Attorney – Tony Wachewicz

Completed	Date	
☐	_____	Draft initial resolution to vacate to commence 40 day period until public hearing;
☐	_____	Draft final resolution (with possible conditions) for vacation of ROW

Comments:

_____

_____

_____

_____