



Village of Ashwaubenon

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

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)

Table with 4 columns: VA-#, Owner, VA-#, Owner. Multiple rows for listing impacted parcels.

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 - Brian Rickert

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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Street Vacation Checklist

Village Clerk/Treasurer – Kris Teske

- | Completed | Date | |
|--------------------------|-------|---|
| <input type="checkbox"/> | _____ | Following adoption of initial resolution to vacate, publish notice of public hearing on the vacation (Class 3 notice); |
| <input type="checkbox"/> | _____ | Coordinate with Village Attorney for personal service of notice of initial resolution and public hearing to property owner(s) abutting to street; |
| <input type="checkbox"/> | _____ | Mail notice of public hearing to property owners within 200 feet of the vacation (as courtesy) |

Comments:

Village Attorney – Patrick Leigl

- | Completed | Date | |
|--------------------------|-------|--|
| <input type="checkbox"/> | _____ | Draft initial resolution to vacate to commence 40 day period until public hearing; |
| <input type="checkbox"/> | _____ | Draft final resolution (with possible conditions) for vacation of ROW |

Comments:
