



City Of York, Pennsylvania

C. Kim Bracey, Mayor

101 South George Street • P.O. Box 509 • York, Pennsylvania 17405

Bureau of Permits, Planning and Zoning

FOR RIGHT-OF-WAY VACATION PACKET

APPLICATION PROCEDURE

RIGHT-OF-WAY VACATION

References: Alley or Public right-of-way vacation applicant instruction sheet
3rd Class City Code, Chapter 81, .37915 - .37922
3rd Class City Code, Chapter 81, .35109

Cost: \$500.00

By Petition:

- “Alley or Public Right-of-Way vacation applicant instruction sheet” is sent to applicant.
- Completed petition is received by the Bureau of Permits, Planning and Zoning along with the \$500 fee. The Bureau submits the petition to the City Solicitor for review and comment.
- The Bureau uses the Zoning Hearing Board submission cut off dates to place the vacation request on the Planning Commission agenda.
- The Bureau sends utility company a letter advising that the City has received, or is about to receive, an application to vacate a right-of-way.
- The Bureau solicits input from City departments regarding the application to vacate a right-of-way (City Engineer, Fire Chief, Traffic Safety Officer, Sanitary Sewer Supervisor and the Director of Public Works).
- The Bureau compiles utility and staff comments and prepares the staff review and resolution for the Planning Commission. The Planning Commission will either approve or deny the petition.
- If the Planning Commission approves the petition the applicant submits a deed description and plan (sketch or land development) of the area to be vacated.
- The Bureau writes the ordinance for City Council to first introduce, and then act upon finally; the deed description language will be incorporated in the ordinance, including a paragraph reserving rights for the City and utility companies to access, repair, etc, facilities. The Bureau submits the ordinance to the City Solicitor for review.
- The Bureau places the vacation ordinance on the City Council agenda for introduction. (City Council agenda deadline is the Wednesday prior.) The applicant’s description must be received no later than the Monday prior to the deadline so that the ordinance can be prepared and placed on the agenda.
- The Bureau mails a copy of the ordinance and description, which includes the additional language regarding utility access and ban on building of structures, to the applicant or their legal representative so this additional language may be incorporated into the deed(s), if required.
- The City Clerk legally advertises the vacation as a City Council item; the Bureau coordinates with the City Clerk to ensure the item is advertised once per week for three (3) consecutive weeks immediately following Council introduction.
- The Bureau place the vacation ordinance on the City Council agenda for final vote which shall occur a minimum of twenty-eight (28) days after introduction.
- The day after City Council passes the ordinance finally, the Bureau posts surrounding properties for thirty (30) days with information about appealing the Council decision (scripted similar to the legal advertisement). The Council’s action is appealable to the York County Court of Common Pleas.

- The City Clerk sends a copy of the passed ordinance to the York County Court House Law Library for public review.
- The applicant prepares the deed(s) and submits them to the Bureau for review. The Bureau ensures that the paragraph regarding utility access and ban on building of structures, if applicable, is included.
- The Bureau submits the deed(s) to the City Solicitor for review.
- The Mayor and Controller sign the deed(s) and the City Clerk attests.
- The signed deed(s) is sent to the applicant.
- The applicant submits proof of recordation via receipt along with the book and page number to the Bureau.



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APPLICATION FOR RIGHT-OF-WAY VACATION

To abandon a public right-of-way in accordance with the objectives of the Comprehensive Plan of the City of York.

Case Number: _____ Application Number: _____

Applicant: _____

Address: _____

Phone: _____ Work: _____ - _____ - _____ Home: _____ - _____ - _____

Email Address: _____ @ _____

Right-of-way (R-O-W) requested for abandonment: _____

located between _____ and _____

Being approximately _____ feet in length and _____ feet in width.

Abutting Property Owners (Use additional paper if necessary):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

To York City Council:

I/We, the undersigned applicant(s), hereby request the Council of the City of York to review and:

- Approve the decision of the Planning Commission of the City of York.
- Disapprove the decision of the Planning Commission of the City of York.

regarding the abandonment of _____

Application Number: _____

Dated: _____

REASONS FOR ABANDONMENT: Applicant requests that _____ (R-O-W)
be vacated for the following purpose(s):

In addition, please submit a development plan.

It is hereby understood that all easements for utilities or otherwise, run concurrently with the said property and not necessarily with the ownership. It is the responsibility of the applicant to make the appropriate arrangement with the holder of the easement rights.

I/We hereby certify that all of the above statements and the statements and plans contained in any documents are true to the best of my/our knowledge.

Applicant's Signature

Date

PETITION TO THE COUNCIL OF THE CITY OF YORK, PENNSYLVANIA

We, the undersigned, being the owners of property abutting _____ running
(R-O-W)
between _____ and _____
STREET STREET
Being approximately _____ feet in length and _____ Feet in width and being also the persons
Entitled to use said R-O-W, do hereby support _____ the Applicant, in his/her request
APPLICANT'S NAME
to the City of York, Pennsylvania to vacate _____ .

We, the undersigned, agree to accept ownership of said vacated right-of-way from the centerline of said right-of-way to each respective property owner line, unless other property delineations are established, as shown on the right-of-way vacation map. We, the undersigned, also permit the City of York to record this transfer of land ownership from the City of York to each respective landowner. (See next page of application.)

Property Owners:

Name

Address

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

16.

17.

18.

19.

20.

I _____ being the property owner of _____
that abuts the _____ right-of-way between

ADDRESS

and

Being approximately _____ Feet in length and _____ feet in width and being also the person

STREET

STREET

entitled to use said right-of-way, do hereby support _____ the applicant, in his/her
request to the City of York, Pennsylvania to vacate the _____ right-of-way.

APPLICANT'S NAME

I _____ accept ownership of said vacated right-of-way from the centerline
of said right-of-way to my abutting property line, unless otherwise agreed upon delineation is established by the
Applicant, shown on the accompanied right-of-way vacation map. I also permit the City of York to record this
transfer of land ownership from the City of York to myself, owner of _____

NAME

ADDRESS

Witness by

Applicant's Signature

Date

Signature

Date