



# Right-of-Way Vacation Application

TO THE CITY COUNCIL AND PLANNING COMMISSION OF THE CITY OF DEARBORN, WAYNE COUNTY, MICHIGAN: I (We) the undersigned, being owners of property abutting the alley/street/easement do hereby make the petition to the City Council and Planning Commission of the City of Dearborn to vacate the alley/street as described:

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## A. Intent Behind Vacating City Right-of-Way

Please describe why are you requesting to vacate a City alley or street.

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## B. Applicant Information

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

The following items are needed to be considered a complete application:

- Right-of-Way Vacation Application
- Fee: \$900 (payment must be made out to the City of Dearborn)
- Signature page from other adjacent/ impacted property owners (if applicable)



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## C. Applicant Information

The applicant must read the following statement carefully and sign below:

The undersigned requests that the City of Dearborn review this application and related required materials. The applicant further affirms and acknowledges the following:

That the answers and statements contained in this application and enclosures are in all respects true and correct to the best of their knowledge.

That the approval of this application does not relieve the undersigned from compliance with all other provisions of the Zoning Ordinance or other codes or statutes, and does not constitute the granting of a variance.

That the applicant will comply with any and all conditions imposed in granting an approval of this application.

If also the owner, the applicant grants the City of Dearborn staff and the Planning Commission the right to access the subject property for the sole purpose of evaluating the application.

That the applicant has reviewed the right-of-way vacation process that is attached to this application.

That all submitted documents will become a public records and will be posted online to the City website, unless requested otherwise.

Applicant / Representative Name: \_\_\_\_\_

Applicant / Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Office use only)*

Case No. \_\_\_\_\_ Date: \_\_\_\_\_ Received By: \_\_\_\_\_



# Right-of-Way Vacation Application

## Right-of-Way Vacation Process



### Planning Division

1. Planning Division **strongly recommends** applicants contact staff before submitting a request.
2. Submit the application and the required documents to the City of Dearborn – Planning Division by:  
**Email:** [cityplanning@dearborn.gov](mailto:cityplanning@dearborn.gov) OR  
**Mail:** Dearborn Administrative Center 16901 Michigan Avenue, Suite 13, Dearborn, MI 48126-2967  
“Attn: Planning Division” OR  
**Scheduled drop-off** at the Dearborn Administrative Center. (Please contact Planning Division staff to schedule a time).
3. The Planning Division will send an email confirming the application materials have been received and will also email a copy of the fee receipt. Staff may request additional information as necessary in order for an application to be considered complete.
4. After a complete application has been submitted, the item will be placed on the next Planning Commission Agenda.
5. The Planning Division will review the application materials and prepare a staff report which shall evaluate the impact of the right-of-way vacation and make recommendations as appropriate.
6. The Planning Division will coordinate with other relevant City departments (as necessary) to gather additional information on how the right-of-way vacation may impact City business such as utility access, trash pickup, and public safety. This includes getting a recommendation from the City Engineer who will determine if it is necessary for the City to retain an easement for utility purposes.

### Planning Commission Meeting

7. Right-of-way vacations are first required to go in front of the Planning Commission. The Planning Commission is a **recommending body** to City Council, and they will vote to recommend approval or denial of the right-of-way vacation.
8. As a part of this process, notifications will be sent to all properties within 300 of the subject property. In addition, all utility companies that provide service within the City of Dearborn will also be notified of the request. This allows the utility companies to provide their input and feedback which may be necessary if they have infrastructure that is located within that area. These notifications will include the time, date, and place of the public hearing as well as a description of the request.



# Right-of-Way Vacation Application

Planning Commission meetings are held monthly, and due to the State notification requirements there are application deadlines.

The Planning Commission 2024 meeting schedule and application deadlines are as follows:

| Planning Commission 2024 Meeting Schedule | Application Deadlines     |
|---|---------------------------|
| Monday, January 8                         | Friday, December 15, 2023 |
| Monday, February 5                        | Friday, January 12, 2024  |
| Monday, March 11                          | Friday, February 16       |
| Monday, April 8                           | Friday, March 15          |
| Monday, May 13                            | Friday, April 19          |
| Monday, June 10                           | Friday, May 17            |
| Monday, July 8                            | Friday, June 14           |
| Monday, August 12                         | Friday, July 19           |
| Monday, September 9                       | Friday, August 16         |
| Monday, October 7                         | Friday, September 13      |
| Monday, November 18                       | Friday, October 25        |
| Monday, December 9                        | Friday, November 15       |

- After the meeting, the Planning Division will send the applicant a letter with the Planning Commission recommendation that will verify when the request will be reviewed by the City Council.

## City Council Meeting

- After the Planning Commission meeting, the proposed vacation will be reviewed by City Council who makes the final determination on the request. The Committee of Whole meetings (which are held on Thursdays) set the agenda for the City Council meetings which are held on Tuesdays. It is recommended that a representative be in attendance for both City Council meetings ((1) Committee of Whole Meeting + (1) City Council Meeting).

- The Planning Division will email the applicant a letter detailing City Council's decision on the right-of-way vacation.



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## **WHY CLOSE ALLEYS?**

Closing an alley eliminates dirty, messy conditions and creates a more stable, cleaner neighborhood. It also prevents the possibility of criminals gaining access to your home from the alley.

## **REUSE OF ALLEY**

The extra land now used for alley, may be joined onto your lot to make a larger yard. In this extra space you may extend your lawn, enlarge your garden, or have extra play space for your children. You may move your fence to the new property line, or you may leave the space unfenced.

## **EASEMENT**

An easement is normally retained in the former alley. You may not build any permanent structures such as a garage or masonry wall in the easement. The easement permits the City and utility companies to have access to sewers, poles and lines.

## **ALLEY CLOSING PROCEDURE**

After your alley has been vacated, the Public Works Department will make the following improvements:

1. A survey will be made of the alley to determine proper grade and if drainage is adequate.
2. Cinder and gravel will be removed from the alley and, if additional drainage is necessary, it will be installed.
3. Fill dirt will be brought in to replace the removed stone and cinder and will be properly graded.
4. The centerline of the alley, normal the new property line, will be staked so that property owners may proceed with fencing.

The additional land added to your lot will not change your City assessment or taxes.

All work performed by the Public Works Department in converting the alley into an easement is done at no expense to the property owner.