

## Vacation Process

Applicant submits complete Vacation application\*  
(\*Vacations may be initiated by the city or a private party)

Red = Approx Time Line

1 Week Typical

Planner reviews for completeness

Incomplete, additional items requested

Admin creates an Electronic and Hard Copy file, and circulates for review

Planner reviews and generates report

Public Hearing notices generated and processed

1 Month

City Council Hearing

Next available Council meeting

Council Minutes and Findings approved

2 Weeks Typical

Staff drafts Vacating document

Next available Council meeting

Council approval

1 Week Typical

Document Recorded

Recorded document scanned to system with remaining file documentation and then given to applicant. File closed and physical file purged.