

**NOTE TO POTENTIAL PETITIONER TO VACATE  
PUBLIC RIGHT-OF-WAY OR EASEMENTS**

**Prior to submitting** a petition to vacate Public Right-of-Way or Easements, you are **encouraged to contact the following** persons and departments to determine if there are any objections to your petition to vacate. You will need to identify the location of the property in question and what you will be petitioning to vacate. It may be necessary for you to obtain a copy of the subdivision plat where the property is located and to meet with these persons to review your potential petition to vacate. **It is in your best interest to follow through this process.**

Rochester Public Works            No objections      Date: \_\_\_\_\_  
507-328-2400  
[cpetree@rochestermn.gov](mailto:cpetree@rochestermn.gov)            Objections, explain: \_\_\_\_\_

RPU Operations Division            No objections      Date: \_\_\_\_\_  
[rpuelecdistrib@rupu.org](mailto:rpuelecdistrib@rupu.org)            Objections, explain: \_\_\_\_\_

RPU Water Division            No objections      Date: \_\_\_\_\_  
Donn Richardson  
507-280-1509  
[drichardson@rupu.org](mailto:drichardson@rupu.org)            Objections, explain: \_\_\_\_\_

Charter Spectrum            No objections      Date: \_\_\_\_\_  
Randy Gartner  
507-424-591764  
[randy.gartner@charter.com](mailto:randy.gartner@charter.com)            Objections, explain: \_\_\_\_\_

**If you are petitioning to vacate a Utility/Drainage Easement, it is recommended that you contact the following persons and department in addition to the above:**

MN Energy            No objections      Date: \_\_\_\_\_  
Andrew Dohrmann  
[AEDohrmann@minnesotaenergyresources.com](mailto:AEDohrmann@minnesotaenergyresources.com)            Objections, explain: \_\_\_\_\_

Century Link            No objections      Date: \_\_\_\_\_  
Steve Hauge  
507-285-3629  
[Steve.hauge@centurylink.com](mailto:Steve.hauge@centurylink.com)            Objections, explain: \_\_\_\_\_

**If you are petitioning to vacate a County Road, it is recommended that you contact the following persons and department in addition to the above:**

Olmsted County Public Works            No objections      Date: \_\_\_\_\_  
Kaye Bieniek  
328-7070  
[pwservice@co.olmsted.mn.us](mailto:pwservice@co.olmsted.mn.us)            Objections, explain: \_\_\_\_\_

**NOTE: "A CHECKED NO OBJECTION" ON THIS FORM DOES NOT CONSTITUTE APPROVAL OF YOUR VACATING PETITION.**

A complete review of the proposal will be completed once the vacation petition has been submitted to the Rochester-Olmsted Planning Department.

(See backside of this form for filing instructions)

## **INSTRUCTIONS FOR FILING PETITION TO VACATE PUBLIC RIGHT-OF-WAY OR EASEMENTS**

1. The petition must be signed by all owners (in cases where the property is owned in joint tenancy, husband and wife, etc) both or all owners must sign the petition). The petitioners must collectively own 50% or more of the property abutting the public property or located within the easement described to be vacated.
2. The petition must include an accurate legal description of the area to be vacated and a map or drawing of the area.
3. The petition must be submitted to the Rochester-Olmsted Planning Department, 2122 Campus Drive SE, Suite 100, Rochester, MN 55904-4744.
  - a. Petitions to vacate any street, alley or other public right-of-way must be reviewed by the City Planning & Zoning Commission and considered for approval by the Rochester City Council. The petition must be submitted at least four (4) weeks prior to the City Planning & Zoning Commission meeting. The Planning & Zoning Commission meets on the second and fourth Wednesday of each month.
  - b. Petitions to vacate utility/drainage easements are reviewed only by the Rochester City Council. The petition must be submitted at least three (3) weeks prior to the Rochester City Council meeting. The Rochester City Council meets on the first and third Monday of each month.
4. A petition to vacate shall be submitted with the appropriate filing fee. A check for the filing fee shall be made payable to Olmsted County. Contact the Rochester-Olmsted Planning Department to obtain the appropriate fee amount for vacating a street, alley, public right-of-way or utility/drainage easement.