

CITY OF KIRKWOOD

Vacation Procedures for Public Streets and Easements

- 1) Research the establishment of the street or easement proposed for vacation and determine to whom it is dedicated. Determine the limits or boundaries of the requested vacation. If the street or easement is private and not dedicated to the City of Kirkwood, contact your title company or attorney to determine the proper procedure to follow for the vacation of said street or easement and/or contact the appropriate utility company or companies.
- 2) Prepare a drawing of the street or easement proposed for vacation and label Exhibit "A" (see sample Exhibit "A"). Prepare a legal description of the street or easement proposed for vacation and label Exhibit "B" (see sample Exhibit "B").
- 3) Submit Exhibit "A" and Exhibit "B" to the Public Services Department for preliminary review and recommendation prior to formal submittal of vacation petition (Optional, but recommended).
- 4) Contact all utility companies providing service in the area of the proposed vacation (utility company contact list provided). Provide the utility companies with a copy of the Exhibit "A" and Exhibit "B", soliciting comments from each regarding the proposed vacation. The utility companies (including the appropriate cable television company), will provide a utility release or a letter which either states that they have no objection to the proposed vacation, that they require an easement be reserved in the right-of-way vacation ordinance, or that an easement will need to be recorded to cover their existing and future facilities. If an easement is requested for reservation in the right-of-way vacation ordinance, provide a legal description approved by the utility company requesting said easement.
- 5) Complete the attached petition which should include all information necessary for the vacation request.
- 7) The vacation petition, filing fee (Easement-\$100; Right-of-Way-\$200), Exhibit "A"; Exhibit "B"; letters and/or releases from all utility companies, and any additional or special documents required for vacation approval shall be submitted to the Public Services Department.
- 8) The vacation petition and attachments will be reviewed by the Public Services Department and submitted to the City Clerk.
- 9) A public hearing will be scheduled if the petition includes vacation of right-of-way.
- 10) If the bill is adopted by the City Council, a certified copy will be sent to the petitioner to record at the St. Louis County Office of the Recorder of Deeds at his expense. A copy of the recorded ordinance should be submitted by the petitioner or their representative to the Public Services Department.

VACATION CONTACTS – UTILITY COMPANIES

Spire Energy (formerly Laclede Gas)

700 Market Street
St. Louis, MO 63101

Attention: Alex Sammet
Right of Way Area Manager, Missouri

Phone: (314) 658-5497

E-Mail: Alex.Sammet@SpireEnergy.com

Missouri-American Water Company

727 Craig Road, Suite 201
St. Louis, MO 63141

Attention: Terrance Green
Engineering Specialist
Right-of-Way & Developer Services

Phone: (314) 996-2324

E-Mail: terrance.green@amwater.com

Metropolitan St. Louis Sewer District

2350 Market Street
St. Louis, MO 63103-2555

Attention: Robert Miller, P.E.
Principle Engineer

Phone: (314) 335-2053

E-Mail: ramill@stlmsd.com

Kirkwood Electric Department

212 South Taylor Avenue
Kirkwood, MO 63122

Attention: Mark Petty
Electric Department Director

Phone: (314) 822-5842

E-Mail: pettyma@kirkwoodmo.org

AT&T Missouri

Right-of-Way
909 Chestnut, Room 9-X-04
St. Louis, MO 63101

Attention: Jeff Kempfer
Manager
OSP PLNG & ENGRG Design

Phone: (314) 285.3013

E-Mail: JK5166@att.com

Ameren Missouri

1901 Chouteau Avenue
P.O. Box 66149
St. Louis, MO 63166-6149

Attention: Roxanne Williams

E-Mail: RWilliams10@ameren.com

Charter Communications

301 Barber Avenue
Worcester, MA 01606

E-Mail: DLCentralStatesConstruction@charter.com

****Can take up to 4 weeks to hear back, due to work load****

Kirkwood Water Department

212 South Taylor Avenue
Kirkwood, MO 63122

Attention: Clarence Patterson
Water Superintendent

Phone: (314) 822-5810

E-Mail: patterca@kirkwoodmo.org

CITY OF KIRKWOOD
APPLICATION FOR CITY COUNCIL ACTION

DATE: _____

PROJECT ADDRESS: _____

ACTION REQUESTED

☐ Right-of-Way Encroachment

☐ Right-of-Way Vacation

☐ Other _____

☐ Easement Vacation

Comments: _____

PETITIONER INFORMATION

I (We) hereby certify that I (we) have legal interest in the hereinabove described property and that all information given herein is true and a statement of fact

Name (Print): _____ Signature: _____ Phone No.: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

E-mail Address: _____

Petitioner's Status: ☐ Corporation ☐ Partnership ☐ Individual

Relationship of Petitioner to Property: ☐ Owner ☐ Option Holder (Attach Copy of Contract)

AGENT INFORMATION

Agent's Name: _____ Signature: _____ Phone No.: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

E-mail Address: _____

(NOTE: The petitioner's agent, if listed, shall receive the official notice of public hearing)

PROPERTY OWNERS

Signature **required** or submit proof petitioner has legal interest in property.

Name: _____ Name: _____

Signature: _____ Signature: _____

Address: _____ Address: _____

City/State/Zip: _____ City/State/Zip: _____

Phone: _____ Phone: _____

FOR CITY USE ONLY

Date Received: _____ Total Received: \$ _____ Agenda Date: _____

☐ Easement Vacation: \$100

☐ Right-of-Way Vacation: \$200

(Sample Letter to Utility Companies)

(Date)

(Name and Address of Utility Company)

Attention: ***(Name of Contact Person)***

SUBJECT: Proposed Vacation of

Dear ***(Name of Contact Person)***:

This letter is to advise you that (your name) will be petitioning the City of Kirkwood for the vacation of (provide general description), which was established as a right-of-way (easement) on.

For your convenience in reviewing this matter, a drawing is attached, designated as Exhibit "A", which is hatched and labeled to identify the portion of (description, street name, etc.) right-of-way proposed for vacation. Also attached is a legal description of said (description, street name, etc.) right-of-way proposed for vacation, which is labeled as Exhibit "B".

Please advise the undersigned if your company has any objections to this proposed vacation, have any existing facilities located within the proposed vacation area, or have any future facilities planned for the vacation area which would require an easement reservation.

If an easement is required, please provide a description of the easement to be reserved. If you have any questions regarding this proposed vacation, please contact the Undersigned at (314) xxx-xxxx. Thank you for your cooperation and consideration in this matter.

Sincerely yours,

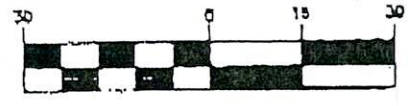
NAME

Attachments: Exhibit "A"

Exhibit "B"



GRAPHIC SCALE



1 inch = 30 feet

REEDWAY (30'W.) LANE

PRIVATE (D.B. 1015, PAGE 382)

RIGHT-OF-WAY DEDICATION
TO THE CITY OF KIRKWOOD

136.69'

5'W. ROADWAY MAINTENANCE,
SIDEWALK & UTILITY EASEMENT

R=20'

35' BLDG. LINE

LOT "B"

10,746 SQ. FT. ±

8' BLDG. LINE

136.69'

3.5' W. EASEMENT

3.5' W. EASEMENT

8' BLDG. LINE

10'W. EASEMENT

N/F
CLIFFORD L & CALLIE
HOLLIDAY
D.B. 2799, PG. 560

LOT "A"

8,201 SQ. FT. ±

8' BLDG. LINE

126.69'

126.69'

136.69'

7'W. UTILITY EASEMENT
TO BE VACATED

N/F
LARRY W. & PATRICIA W. PFLE
D.B. 8740, PG. 64

N/F
JAMES F. GARVIN
D.B. 9907, PG. 2118

NORTH HARRISON (60'W.) AVENUE

EXHIBIT "A"

EASEMENT VACATION FLAT

LOT "A" OF PRINCESS PLACE - FLAT BOOK 548, PAGE 1
IN THE EAST HALF OF THE SOUTHWEST QUARTER OF

EXHIBIT
A

EASEMENT VACATION LEGAL DESCRIPTION

An easement, seven feet wide in Lot "A" of Princess Place, a subdivision recorded in Plat Book 348 Page 1 of the St. Louis County Records and in the East 1/2 of the Southwest 1/4 of Section 36, Township 45 North, Range 5 East, City of Kirkwood, St. Louis County, Missouri and being more particularly described as follows:

Beginning at the Southwest corner of said Lot A and being on the eastern right of way line of North Harrison Avenue, 60.00 feet wide; thence along the southern line of said Lot A, eastwardly 126.69 feet; thence along a line running parallel with the Eastern line of said Lot "A", northwardly 7.00 feet to the northern line of said easement; thence along the northern line of said easement, westwardly 126.69 feet to the eastern right of way line of said North Harrison Avenue; thence along the eastern right of way line of said North Harrison Avenue, southwardly 7.00 feet to the point of beginning.

