

# Street Vacation Petition Submittal Checklist

Planning & Community Development  
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Shoreline, WA 98133  
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The street vacation process is used to make pieces of Right-of-Way into private property.

Name \_\_\_\_\_ City Staff \_\_\_\_\_

Date \_\_\_\_\_ Zone District \_\_\_\_\_

Address(es) or Tax Parcel ID(s) \_\_\_\_\_

Project Description \_\_\_\_\_

The following information is needed to submit an application for review. Read each item carefully and provide all applicable information. Submittal items may vary based on your scope of work and property characteristics.

Please review Shoreline Municipal Code (SMC) [12.17](#) to learn more about the City's street vacation regulations. If you have questions about the City's code or submittal requirements, please email [pcd@shorelinewa.gov](mailto:pcd@shorelinewa.gov) to connect with a **development review engineer** who can walk you through the requirements.

To access this checklist online visit [shorelinewa.gov/checklists](http://shorelinewa.gov/checklists)



Incomplete submittals and documents not meeting the standards listed below will not be accepted for review.

## Submittal Standards

Applications for this type of permit must be submitted electronically. Please review the City's [Electronic Permitting handout](#) to find out how to set up an account, submit applications, submit revisions, check on your permit status and more.

All forms and plans must be in Portable Document Format (PDF). PDFs shall be printed or plotted to PDF, not scans of an image. All PDF plans shall be plotted to scale and include a graphic scale bar. PDFs shall be flattened and unlocked to allow for document mark-up. A 2-inch tall by 3-inch-wide space must be left blank on the cover sheet of all plans to allow for City stamps.

Drawings must be clear, and information must be legible. Documents must be named in accordance with the [City's naming conventions](#). Each document listed below must be uploaded as its own PDF file and may not be combined with other documents.

## Required Documents

- [Street Vacation Application](#)
- Submittal Fee
  - Please reference the [City's fee schedule](#) for current application fees.
- Cover Letter
  - Must explicitly address how the proposal complies with the hearing criteria in [SMC 12.17.050](#).
- Land Value Appraisal
  - Appraisal showing the value of the right-of-way to be vacated.
- Legal Description
- Property History Report
  - Provide a narrative and supporting deeds, subdivision plats, or other historic records showing the street dedication history of this area, and of the portion of right-of-way to be vacated.

Open M, T, F 8 a.m. to 5 p.m.  
Open W, Th 1 p.m. to 5 p.m.  
Permit processing ends at 4 p.m.

- Site Plan(s)
  - Please review the City's [Site Plan handout](#).

**Additional Documents (Possibly Required)**

- Other documents as required:

- \_\_\_\_\_

- \_\_\_\_\_