



## DOUGLAS COUNTY ROAD VACATION CHECKLIST

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\_\_\_\_\_ Petitioner should meet with Transportation at initial request for evaluation of the proposed vacation.  
(GIS/ROW, CE (County Engineer))

\_\_\_\_\_ Receive Petition and Map (to be prepared by petitioner or their representative) and Application Fee per adopted fee schedule. Application fee is non-refundable, even if the vacation is denied.

\_\_\_\_\_ Prepare Notice of Hearing for Board Signature (CE, GIS/ROW) RCW 36.87.050  
*Notice of hearing upon the report for vacation and abandonment of a county road shall be published at least once a week for two consecutive weeks preceding the date fixed for the hearing, in the county official newspaper and a copy of the notice shall be posted for at least twenty days preceding the date fixed for hearing at each termini of the county road or portion thereof proposed to be vacated or abandoned.*

\_\_\_\_\_ After Signing by the Board - Publish Notice of Hearing (Clerk of the Board)

- Twice in Empire Press (Thursdays)
- Once in Wenatchee World (Thursday)

\_\_\_\_\_ Mail Notice of Hearing: (CE, GIS/ROW)

- Petitioner
- Signatures on Petition
- Adjoining Property Owners (GIS/ROW to prepare mailing list)
- Utilities (*list*)
- Emergency Services (*list*)

\_\_\_\_\_ Post Notice of Hearing at beginning and end of Vacation site.  
(Place on card-stock, brightly colored, and laminate, then give to ROW/GIS to post).

\_\_\_\_\_ ROW/GIS sign Affidavit of Posting & give to (Clerk of the Board) for file.

\_\_\_\_\_ Affidavit of Publishing from Accounting to (Clerk of the Board) for file.

\_\_\_\_\_ GIS/ROW prepare Engineer's Report for Hearing (Review and presentation at Hearing by CE)

\_\_\_\_\_ Prepare Resolution for Vacation. (GIS/Clerk of Board)

\_\_\_\_\_ Vacation Resolution Recorded. (Clerk of the Board) Copy provided to Transportation staff.  
Original retained by the Clerk of the Board.

\_\_\_\_\_ Copy of Vacation Resolution to Petitioner. (Transportation Staff – CE, GIS/ROW)

\_\_\_\_\_ Forward the entire file to Transportation for consolidation in the Road File & updating maps. (Clerk of the Board to GIS/ROW)