



City of Cranston

Abandonment Petition Checklist and Fact Sheet

	Date Received
COMPLETED APPLICATION SIGNED BY PLANNING DEPARTMENT	
ABANDONMENT FEE: (Pursuant to 12.04.070 of the Code of Ordinances): <ul style="list-style-type: none"> ○ One Street \$150.00 ○ Two Streets \$200.00 ○ Three Streets \$265.00 ○ Each additional street \$50.00 	
ADVERTISING FEE \$400 (up front) <i>if the actual cost invoiced by Cranston Herald exceeds \$400, petitioner must pay difference prior to recording abandonment</i>	
100 ft. ABUTTERS LIST & MAILING LABELS OBTAINED FROM THE TAX ASSESSOR'S OFFICE Please contact the Tax Assessor's office at (401) 780-3182	
POSTAGE FEES: \$.64/notice x _____ (# of notices) = TOTAL DUE: \$ _____	
COPY OF RECORDED PLAT (if one is recorded) OR SKETCH OUTLINING THE ROAD OR PORTION OF ROAD TO BE ABANDONED	
SURVEY PERFORMED BY A CERTIFIED OR LICENSED ENGINEER OR SURVEYOR Must show the metes & bounds and all above & underground utilities	
MARKET APPRAISAL BY LICENSED APPRAISER SELECTED BY THE CITY (Purchasing): <i>Pursuant to Section 12.04.07(B)(1)(b)</i> <ul style="list-style-type: none"> (a) Market value of proposed abandoned property if it will be a separate lot; or (b) if abandoned property to be merged with existing lot, the combined enhanced value of the two properties pro-rated on a square foot basis; or (c) Sworn Affidavit of Intent from petitioner not to develop the property; <u>and</u> statement that the market value of property to be abandoned is so low that cost of appraisal is not justified; and licensed real estate broker's written opinion of fair market value. <i>(Deed shall include restrictive covenant prohibiting development of the property without City Council approval)</i> NOTE: COST OF APPRAISAL IS THE RESPONSIBILITY OF THE PETITIONER AND MUST BE PAID PRIOR TO THE PUBLIC HEARING	

****All items must be presented at time of filing. Incomplete application packets will not be accepted****

Upon receipt of application (signed by Planning Dept) and above documents and fees, the City Clerk shall:

- Introduce the petition to the City Council as New Business at its next regular monthly meeting; and
- Schedule public hearing before the Public Works Committee; and
- Advertise the public hearing once a week for (3) successive weeks prior the public hearing (per RIGL 24-6-2); and
- Mail notice of the public hearing to abutters as provided by petitioner from the Tax Assessor's office
- Forward the petition to the following departments for review and/or recommendations to the Public Works Committee: Public Works, Planning, Engineering, and Traffic Safety. (DPW shall forward to all utility companies)

****Stipulation for Restrictions or Easements should be addressed at this time***

PRIOR TO the public hearing before the Public Works Committee, the petitioner shall:

- Prepare a Resolution to abandon, including any restrictions, to be approved by the City Solicitor
- Prepare all required water, sewer, and utility easements, to be approved by the City Solicitor

If the Petition is recommended for approval by the Public Works Committee, the City Clerk shall:

- Place on the docket for the following regular monthly Council Meeting for approval

Upon approval by the City Council, the petitioner shall:

Remit payment of all outstanding advertising and postage fees: \$ _____	
Remit payment of the fair market value (as indicated on appraisal) \$ _____	
File an administrative subdivision with the Planning Department for approval	
Prepare a quit claim deed and submit to the City Clerk to be forwarded to the City Solicitor for review / approval	
Remit payment of fees to record the Administrative Subdivision and Deed in the City's land evidence records \$ _____	

- **Planning Department approval of administrative subdivision:**

Signature, Printed Name, and Date

- **Solicitor approval of Easement(s) and Deed(s):**

Signature, Printed Name, and Date

Upon approval of the Administrative Subdivision and Deed, the City Clerk shall:

- Obtain the signature of the appropriate City Official on the Deed
- Be sure all fees have been paid in full
- Record the Administrative Subdivision, Easements, and the Deed in the land evidence records of the City

DATE ADMINISTRATIVE SUBDIVISION AND DEED RECORDED: _____
BOOK AND PAGE OF RECORDED ADMINISTRATIVE SUBDIVISION: _____
BOOK AND PAGE OF RECORDED DEED: _____



**CRANSTON CITY COUNCIL
ABANDONMENT PETITION/APPLICATION**

This application is a **Petition** for the **Abandonment** of a street located in the **City of Cranston**. Please refer to the checklist for additional requirements. Incomplete applications or packets will be rejected. We encourage you discuss the abandonment with the City Planner prior to filing your petition.

Name(s), address(es), and email/phone number(s) of Petitioner(s):

If petitioner is being represented by an attorney, please provide attorney name and contact information:

Name of street (or portion) to be abandoned: _____

Assessor's Plat/Lot No.: _____ **Length of portion to be abandoned:** _____

Legal property description (or attach exhibit):**

Is the property a separate buildable lot ? Yes / No

If no, will the property be merged with an existing lot? Yes / No

Describe present use and condition of street:

Describe intended use for the abandoned property (be specific):

Applicant Signature

Date

Applicant Signature

Date

**** Legal description to be reviewed and approved by the Planning Department prior to submission:**

Reviewed/approved by: _____ **Date:** _____