

Policy Title: Process to Quit-Claim Property

Policy and Procedure Number: E-260

Adoption Date: April 2002

Mayor and Council Approval Date:

Last Revised:

In certain instances, the City may grant Quit-Claims to adjacent property owners, with Mayor and Council approval. The steps to obtain such approval are as follows:

- A. Submit a written request, signed by all property owners who abut the land to be quit-claimed, to the City Engineer. This should include a description of the land to be quit-claimed and the reason for the request. If this involves a right-of-way whereby access is provided to the adjacent property owners, any one property owner can ask that the quit-claim not be approved so that access is maintained as is.
- B. The City Engineer will then send this request to utility companies and other interested parties to determine whether or not they have need of this land. A quit-claim could still be granted but with reserved easements or right-of-ways.
- C. The City Engineer will then submit this request to the Mayor and Council along with his recommendation.
- D. The Mayor and Council will determine whether or not this Quit-Claim will be approved.
- E. If the Mayor and Council do approve this quit-claim, the adjacent property owners are responsible for all legal costs and hiring a surveyor to prepare a drawing.

Authorized and Approved By:



Rodney Tissue, City Engineer

4/2002

Date