

**CITY OF LIBERTY, MO**  
**PROCESS - PETITION FOR VACATION OF RIGHT-OF-WAY**  
**AND DISCLAIMER OF UTILITY EASEMENTS**

You, as a “Petitioner”, may officially petition the City of Liberty to vacate public right-of-way or disclaim public utility easements by submitting required documentation (see “Petition for Vacation of Right-of-Way” or “Petition for Disclaimer of Utility Easement”) and fees according to the following process:

1. Petitioner prepares an “Exhibit A” legal description of the proposed public right-of-way or easement to be vacated. Petitioner prepares an “Exhibit B” graphical representation of the area to be vacated as described in Exhibit A, including a tie to the Missouri state plane coordinate system. For accuracy, a Missouri registered Land Surveyor must prepare these Exhibit documents.
2. Petitioner fills out the Petition for Vacation of Right-of-Way or Petition for Disclaimer of Utility Easement. Include signatures of property owners that are immediately adjoining at least two-thirds of the front feet of the described right-of-way, the reason for requesting the action, and the notarized petitioner signature.
3. Petitioner forwards copies of the petition package including attached legal exhibits to City of Liberty Engineering to verify accuracy of the documents. Once verified, for general utility easements and right-of-way, petitioner forwards copies of the petition package to each of the Utility companies (as listed in the petition documents) for their review and signature. Indicate that signed documents are to be returned to the Petitioner. For City easements other than public general utility and public right-of-way, circulation to the Utility companies may be omitted.
4. Once all of the signatures from the Utility companies have been gathered, the Petitioner submits the complete Petition package to City of Liberty Engineering with a vacation/disclaimer fee of \$225 for review and processing. If the Petition package is complete and acceptable, City staff will sign the Petition documents and continue the process.
5. City Engineering staff will assign the Petition to the next available City Council meeting. For vacations of right-of-way (not applicable for disclaimer of public easements), City staff will advertise the petition in local news publications as required in Section 25-12 of the Liberty City Code, which consists of two consecutive editions in a weekly news publication, the second of which not more than two weeks prior to the City Council meeting date.
6. City Engineering staff presents the petition to City Council. If the action is approved by City Council, then the documents are recorded by City staff at the Clay County Recorder of Deeds.