

## **PROCEDURE FOR APPLICATION TO VACATE STREET(S)**

Submit letter of request with the following information:

1. Include name, address, block and lot.
2. a) Explain reason why you are requesting this vacation.  
b) Explain your development plans for this property, should this vacation be granted
3. Provide map of area to be vacated indicating that no lots will be landlocked by the proposed vacation
4. Proof of service to all property owners affected by this vacation through certified mail (Notice to property owners should state your intention to vacate (name of street), and objections should be filed immediately with the Township Clerk.)
5. Fee for vacation of **EACH** street - \$1,000.00 (this will be placed in an escrow account to be utilized to pay the professional fees required in order to properly assist said application. Any excess over the professional fees up to the limit of \$1,000.00 will be returned to the applicant.)
6. Recording Fee: \$100.00 – Separate Money Order made out to the “Atlantic County Clerk’s Office”
7. Submit all of the above to the Galloway Township Clerk’s Office, 300 E. Jimmie Leeds Road, Galloway, NJ 08205, before you notify property owners affected by this vacation.