

Vacations & Conveyance

Approval Process & Application Packet



Application process & submittal requirements:

Following complete submittal of the application, the easement vacation process generally takes 8 weeks and involves the publication of a notice of hearing, a public hearing by the City Council, three considerations of the ordinance vacating the easement and/or property, and publication of the approved ordinance. Any proposal to vacate a street, alley, portion thereof or any public grounds shall be referred by the Council to the Plan and Zoning Commission for its study and recommendation prior to further consideration by the Council.

This application must be accompanied by

- Letter of request
- Legal description and drawing
- Letters of authorization from utility companies
- \$400.00 fee (*includes administrative costs, cost of publication of notice and document recording*)

Applicant/Contact Person:

Full Name: _____ Company: _____

Address: _____

City, State, Zip: _____

Office Phone: _____ Cell Phone: _____

E-mail: _____

Property Owner:

Full Name: _____ Company: _____

Address: _____

City, State, Zip: _____

Office Phone: _____ Cell Phone: _____

E-mail: _____

Property Address:

Legal Description:

Type of Vacation (check all that apply):

- Public Utility Easement
- Water Main Easement
- Roadway Easement
- Ingress/egress Easement
- Right-of-way
- Other _____
- Landscape Buffer Easement
- Surface Drainage & Flood Easement
- Sanitary Sewer Easement
- Storm Sewer Easement

Conveyance to:

- Applicant (*Tax address*) _____
- Other _____
Name: _____

Tax address: _____

I (We) certify that I (we) am (are) familiar with applicable state and local codes and ordinances, the procedural requirements of the City of Ankeny, and have submitted all the required information.

Signed by: _____ Date: _____

(Applicant/Contact Person)

Note: No other signature may be substituted for the Property Owner's Signature

and: _____ Date: _____

(Property Owner)

****Original signatures are required****

General Information:

Contact utility companies to request, in writing, a release of public utility easement

- ✓ Mid American Energy
Right-of-Way Services (800) 632-0999
4299 NW Urbandale Drive, Urbandale, IA 50322
- ✓ Consumers Energy
Right-of-Way Services (641) 752-1593
2074 242nd Street, Marshalltown, IA 50158-9137
- ✓ Mediacom (Cable)
Construction Supervisor (515) 246-1890
2205 Ingersoll Avenue, Des Moines, IA 50312
- ✓ CenturyLink
Jim Monahan, Manager Engineering & Construction (515) 283-3444
2103 E University Ave, Des Moines, IA 50317
Carroll "Buck" Wheaton, Manager Engineering & Construction (515)283-3440
5475 Meredith Dr, Des Moines, IA 50310 and/or
Peter Vielhaber, Area Plant Supervisor (515)965-0039
513 SE Magazine Rd, Ankeny, IA 50021

Submit the completed Application Packet to:

Community Development Department

City of Ankeny

1210 NW Prairie Ridge Drive

Ankeny, Iowa 50023

If you have questions, please contact the Community Development Department at:

Phone: (515) 963-3550 (Public Services Building Front Desk)

E-mail: planning@ankenyiowa.gov

The following links are available on the City of Ankeny website at <https://www.ankenyiowa.gov/200/Planning-Information>

Community Development

- Zoning & Subdivision Municipal Codes
- Zoning Map
- Ankeny Comprehensive Plan
- Development Schedule
- Development Fee Schedule
- Polk County Assessor's Site
- Polk County Recorder's Site
- FEMA (Federal Emergency Management Agency)
- FIRM (Flood Insurance Rate Map)

**No application will be accepted unless it complies with all the submittal requirements.
Applications that are incomplete will be returned to the applicant without further review.**

Updated: June 2025

Page 2 of 2