



Public Vacation Application
Community Development Department
420 North Pokegama Ave.
Grand Rapids, MN 55744
Tel. (218) 326-7601 Fax (218) 326-7621
Web Site: www.cityofgrandrapidsmn.com

General Information:

Grand Rapids Economic Development Authority

Name of Applicant
420 N Pokegama Ave

Address
Grand Rapids, MN 55744

City State Zip
Rob Mattei 218-326-7622

Business Telephone/e-mail address

Name of Owner (If other than applicant)

Address

City State Zip

Business Telephone/e-mail address

Please check which of the following you are applying for:

☐ Street Vacation

☒ Alley Vacation

☐ Easement Vacation

Provide a legal description of the property to be vacated (for example, the North-South alley adjacent to lots 8-12, block 5, Grand Rapids 5th Division). Attach an exhibit and/or electronic file if the legal description is lengthy.

North - South alley lying adjacent to Lots 1-12, Block 26, Grand Rapids Second Division.

I(we) certify that, to the best of my(our) knowledge, information, and belief, all of the information presented in this application is accurate and complete and includes all required information and submittals, and that I consent to entry upon the subject property by public officers, employees, and agents of the City of Grand Rapids wishing to view the site for purposes of processing, evaluating, and deciding upon this application.


Signature(s) of Applicant(s)

1/12/2026

Date

Signature(s) of Owner(s)-(If other than applicant)

Date

Office Use Only

Date Received _____ Certified Complete _____ Fee Paid _____

Does the boundary of the requested vacation terminate at or abut a public water body: ☐ Yes ☐ No

Planning Commission Recommendation Approved _____ Denied _____ Meeting Date _____

City Council Action Approved _____ Denied _____ Meeting Date _____

Summary of Special Conditions of Approval: _____

Required Submittals:

- ☐ Application Fee - \$505.00 *¹ ☐ Location Map ☐ Petition for Vacation
- ☐ Proof of Ownership – (a copy of a property tax statement or deed will suffice)

**¹ The application fees charged are used for postage to mail the required notices to adjacent properties, publication of the public hearing notice in the Grand Rapids Herald Review, and for a small portion of staff time for case review and preparation of documents. It is the policy of the City of Grand Rapids to require applicants for land use approvals to reimburse the City for costs incurred by the City in reviewing and acting upon applications, so that these costs are not borne by the taxpayers of the City.*

Justification of Proposed Vacation: Please answer the following question (attach additional pages if needed). The Planning Commission and City Council will consider these questions and responses, and other issues (see attached list) in making their findings of fact and recommendation on the proposed rezoning.

1. Explain why the proposed vacation would be in the public's best interest. Please refer to the factors being considered by the Planning Commission and City Council that are listed on the final page of this application. GREDA is preparing the property on both sides of the platted alley for redevelopment. The alley is not needed for a public purpose and vacating it will facilitate economic development and place additional land on the tax rolls.
-
-
-

Additional Instructions:

Prior to submitting your Petition for Vacation, you will need to arrange for one or more preliminary meetings with the Director of Community Development. This meeting is intended to ensure that the proposed application is complete, to answer any questions the applicant may have, discuss meeting schedules and, if applicable, the scope of the required submittals.

Findings for Approval:

The Planning Commission, in formulating its recommendation, and the City Council, in support of its action will make findings of fact based on their responses to the following list of considerations:

- Is the street right-of-way needed for traffic purposes?
- Is the street right-of-way needed for pedestrian purposes?
- Is the street right-of-way needed for utility purposes?
- Would vacating the street right-of-way place additional land on the tax rolls?
- Would vacating the street right-of-way facilitate economic development in the City?

In cases where a street/alley or public right-of-way is adjacent to a public water (lake or river), the City will also give consideration to comments submitted by the Minnesota Department of Natural Resources.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Complete applications shall be submitted to the Community Development Department one month prior to the Planning Commission's review of the vacation. More information may be requested by the City of Grand Rapids Planning Commission or City Council, if deemed necessary to properly evaluate your request. The lack of information requested may be in itself sufficient cause to deny an application.

Petition for Vacation

PETITION FOR VACATION OF (PART OF) N/S ALLEY, BLOCK 26
G.R. SECOND (STREET/ALLEY/EASEMENT) IN THE CITY OF
GRAND RAPIDS.

To the City Council of Grand Rapids, Minnesota:

The undersigned, a majority of the owners of property as set forth opposite their respective names, abutting
on N/S ALLEY, BLK 26
G.R. SECOND (Street/Alley/Easement), respectfully petition the City Council to vacate the aforesaid
(part of) N/S ALLEY, BLK 26
G.R. SECOND (Street/Alley/Easement).

Names (If not owner, describe nature of the interest in this property)

GRAND RAPIDS EDA [Signature]

Description of Property

LOTS 1-12, BLK 26
G.R. SECOND

Received on the 6 day of January 2026

[Signature]
City Clerk

This petition must be signed by at least FIFTY PERCENT (50%) of the property owners, or those with property interests abutting the property (street, alley or easement) to be vacated. Please provide the appropriate number of names and addresses and signatures, as needed to meet this requirement (attach additional sheet if necessary).