



DISCONTINUANCE/VACATION OF PUBLIC RIGHT-OF-WAY

City of La Crosse - Engineering Department

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What is the discontinuance/vacation of public-right-of-way process in the City of La Crosse?

Application

The first step in seeking discontinuance of public right-of-way is to submit the completed application to the Engineering Department, along with the review fee. The non-refundable review fee is \$750 for a partial vacation or \$1,500 for a full vacation.

Preliminary Review & Board of Public Works

The Engineering Department will conduct a preliminary review of the application and provide a recommendation based upon administrative criteria. If the application is recommended for approval, it will be considered by the Board of Public Works. Upon approval, the Board of Public Works will direct the Engineering Department to prepare the required materials (map, description, and resolution) to be considered by the Common Council.

Notice & Lis Pendens

As required by state statutes, a class 3 notice of hearing will be published and served on the owners of all the frontage of the lots and lands abutting upon the public way sought to be discontinued. In addition to the requirements of state statutes, city ordinance also requires written notification by regular mail to the owners of record of land within a 200 feet radius of the public way sought to be discontinued.

A notice of pendency (notice of Lis Pendens) must be filed in the register of deeds office, as required by state statute.

Common Council

The Common Council will consider the resolution for the vacation proper. After approval, the vacation is recorded with the La Crosse County Register of Deeds.

What if the application is not recommended for approval?

If the application is not recommended for approval, the applicant may ask the Council Member of the district in which the proposed vacation is located to introduce a resolution, directing the preparation of the required materials. Upon approval of such resolution, the Engineering Department will prepare the required materials (map, description, and resolution) to be considered by the Common Council. Notice and filing of Lis Pendens is still required.