

## VACATION CHECKLIST

- \_\_\_\_\_ Petitioner should meet with Engineering at initial request for evaluation of the proposed vacation. (Todd to Jolene)
- \_\_\_\_\_ Petition & Map Prepared & Issued to Petitioner (Todd)
- \_\_\_\_\_ Receive Petition & \$200.00 Advertising Costs
- \_\_\_\_\_ Prepare Notice of Hearing for Board Signature (Linda)
- \_\_\_\_\_ After Signing by the Board - Publish Notice of Hearing (Linda)  
Twice in Empire Press  
Once in Wenatchee World
- \_\_\_\_\_ Mail Notice of Hearing: (Linda)  
Petitioner  
Signators on Petition  
Adjoining Property Owners (Todd to provide names & addresses)  
Utilities  
Emergency Services
- \_\_\_\_\_ Post Notice of Hearing at beginning, middle & end of Vacation site. (Posted by Area Supervisor).
- \_\_\_\_\_ Sign Affidavit of Posting & give to Linda for file.
- \_\_\_\_\_ Affidavit of Publishing from Accounting to Linda for file.
- \_\_\_\_\_ Prepare Engineer's Report for Hearing (Linda to Todd to Jolene)
- \_\_\_\_\_ Prepare Resolution for Vacation (If Engineer is recommending the vacation). (Linda)
- \_\_\_\_\_ Vacation Resolution Recorded (Dayna)
- \_\_\_\_\_ Copy of Vacation Resolution to Petitioner along with accounting of costs. (Linda)
- \_\_\_\_\_ Forward the entire file to Engineering for consolidation in the Road file & updating maps. (Linda to Roger or Bruce).