

City of Indianola

Alley Policies and Procedures

1. Council policy requires that prior to consideration of a request to vacate and sell an alley, written certification will be presented to the Council designating that **all adjacent property owners agree to the vacation, sale and division thereof. All other property owners within the block shall be notified in writing.**
2. Utility easements are retained over an alley sold by the City of Indianola.
3. A temporary cost of \$1.00 plus the Administrative cost of \$100.00 per deed issued. This includes: All attorney fees incurred by the City of Indianola including deed preparation, publishing fees and recorder fees. Surveying fees are not included in the \$100.00 administrative cost and all charges for surveying will be paid by the purchaser(s) if needed.

Common access agreements and/or other special use agreements may require additional information from the parties involved.

PROCEDURE TO VACATE, CLOSE AND SELL AN ALLEY

- A deposit of \$100.00 per section of alley for administrative cost.
- Determine and list owners of adjacent property and get adjacent property owners' agreement to sale. *All other property owners within the block shall be notified in writing.*
- Legal description of alley
- Original copy to Building and Zoning Official for distribution to Department Heads.
- Present to Planning and Zoning Commission for recommendation to Council
- Council sets Public Hearing
- City Council has reading of proposed ordinance; the deed is drawn up for Mayor and City Clerk to sign and then recorded.