

County Clerk's Standards

TOPIC: Vacation of Roads and Alleys within the County

SUB TOPIC: Vacation

Introductory Statement: Some County Clerks are responsible for vacating roads and alleys within their respective counties.

Where do I find this information?

In the statutes books

Why do I need to do this?

This act is required by Statute for the County to complete. Some counties the Road Supervisor do the vacations and it could be administrative or other individual in some counties.

Here are the Duties...

Work with the cartographer to get correct a legal of the road or alley being requested vacated.

Review the statutes to see how far around the road or alley being vacated that you have to notify landowners.

Mail letters of notification of vacation to all necessary landowners.

Publish date and time for "Notice of Proposed Vacation of Roads" hearing.

See respective statute to see how many times you are to publish legal.

Type a resolution to be signed by the commission at the time of the hearing and published

Type an affidavit to be filed with resolution in the Register of Deeds office.

Legal Reference(s): K.S.A. 14-423 To vacate roads within city limits (Usually done by city)
K.S.A. 68-102a To vacate roads within county.
K.S.A. 58-2613 To vacate roads and alleys within an unincorporated city.

Best Practices: Keep a file of road vacations, instructions and an updated map and spreadsheet showing what you vacated (for future reference).

Background: We do this to keep tax rolls up to date.

Sample Forms, Letters and Other Reference Material:
Road Vacations

Sources:

Books:

Web Sites:

Organizations: