



CITY OF WEST CARROLLTON

VACATION OF A PUBLIC STREET, ALLEY, OR PUBLIC UTILITY APPLICATION INSTRUCTIONS

APPLICATION FORM – The application form must be fully completed. Petition must be signed by a person owning a lot in the immediate vicinity of the public street, alley, or public utility easement to be vacated (O.R.C.23.04).

SUBMITTAL REQUIREMENTS – The applicant shall submit 25 copies:

- Petition shall include a legal description of the public street, alley, or public utility easement area being vacated.
- Petition shall include a map of the area being vacated, showing all adjoining property owners.
- Petition should indicate the reasons the vacation is being requested.

ADJACENT PROPERTY OWNERS LIST – Please provide the names, addresses, and parcel numbers of all property owners within 200 feet of the property in question, along with a corresponding map showing these parcels. This information may be obtained on the internet at www.mcrealestate.org.

PROCEDURE:

1. The petition shall be scheduled for Planning Commission review when all utility and other agency reviews have been completed.
2. Following the Planning Commission action, the City Council shall be advised of the Planning Commission recommendation via resolution.
3. Notice of the petition request shall be published in a newspaper for six (6) consecutive weeks (O.R.C. 723.07). Notice of the publication shall be sent to all adjacent property owners. If written consent to request a vacation is filed with Council by all the owners of property abutting the street or alley proposed to be vacated, no published notice shall be required (O.R.C. 723.06).
4. Consideration of the petition request to vacate shall be placed on the City Council's agenda for public hearing.

FEES - All fees are listed in the attached fee schedule.

OFFICIAL FILING DATE – The official filing date of the application shall be the date on which the application is examined and found to meet all requirements by the Director of City Planning.

INFORMATION - For information contact the Planning & Building Department at 859-5783.