



## 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.723.04).

**SUBMITTAL REQUIREMENTS** – The applicant shall submit 12 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](http://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.

**APPLICATION DEADLINES** – All applications must be filed by the "Filing Deadline" provided in the attached Schedule of Meetings. If the application is determined to be complete, it will be scheduled and the public hearing will be advertised by the "Notice Deadline," if required.

**FAST TRACK APPROVAL OPTION** - Applicants may request that the City Council public hearing required for their proposal be scheduled and advertised for the earliest possible date which meets public notice requirements after the Planning Commission public hearing. Such a request must be made on the Fast Track Approval Option Form provided by the City, signed and notarized by the property owner or his/her agent. The form will indicate that the applicant shall be responsible for the cost of re-advertising the City Council hearing, if the application is delayed for any reason by the Planning Commission.

**INFORMATION** - For information contact the Planning & Community Development Department at 859-5783.

*Please use ink*

**PETITION FOR THE VACATION OF**  
**A PUBLIC STREET, ALLEY, OR PUBLIC UTILITY**

We the undersigned, being all the property owners adjacent to and abutting the following described property, petition the City of West Carrollton to vacate the following described public street, alley, or public utility easement (provide legal description of area being vacated, with map showing all adjoining property owners):

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We hereby request the City of West Carrollton to vacate the public street, alley, or public utility easement for the following reasons:

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Case No. \_\_\_\_\_

Date Filed: \_\_\_\_\_

### APPLICANTS

1. Applicant Name (Print): \_\_\_\_\_  
Applicant Address: \_\_\_\_\_  
Parcel ID Number: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_
2. Applicant Name (Print): \_\_\_\_\_  
Applicant Address: \_\_\_\_\_  
Parcel ID Number: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_
3. Applicant Name (Print): \_\_\_\_\_  
Applicant Address: \_\_\_\_\_  
Parcel ID Number: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_
4. Applicant Name (Print): \_\_\_\_\_  
Applicant Address: \_\_\_\_\_  
Parcel ID Number: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_
5. Applicant Name (Print): \_\_\_\_\_  
Applicant Address: \_\_\_\_\_  
Parcel ID Number: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_
6. Applicant Name (Print): \_\_\_\_\_  
Applicant Address: \_\_\_\_\_  
Parcel ID Number: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_
7. Applicant Name (Print): \_\_\_\_\_  
Applicant Address: \_\_\_\_\_  
Parcel ID Number: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_
8. Applicant Name (Print): \_\_\_\_\_  
Applicant Address: \_\_\_\_\_  
Parcel ID Number: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ADJACENT PROPERTY OWNERS LIST

Please list the names and addresses of all property owners **within 200 feet** of the property in question. The number below must correspond to the map which you will submit as part of your application.

NAME

ADDRESS

CITY, STATE, ZIP

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_