



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.

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.



Case No. _____
Date Filed _____

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):

City of West Carrollton

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

Vacate unneeded R/W for the purpose of redevelopment of said R/W.

Case No. _____

Date Filed: _____

APPLICANTS

1. Applicant Name (Print): City of West Carrollton
Applicant Address: 300 E. Central Ave., West Carrollton, OH 45449
Parcel ID Number: K48 00509 0002
Signature: Richard Dhorst Date: 5/22/25
2. Applicant Name (Print): _____
Applicant Address: _____
Parcel ID Number: _____ Date: _____
Signature: _____
3. Applicant Name (Print): _____
Applicant Address: _____
Parcel ID Number: _____ Date: _____
Signature: _____
4. Applicant Name (Print): _____
Applicant Address: _____
Parcel ID Number: _____ Date: _____
Signature: _____
5. Applicant Name (Print): _____
Applicant Address: _____
Parcel ID Number: _____ Date: _____
Signature: _____
6. Applicant Name (Print): _____
Applicant Address: _____
Parcel ID Number: _____ Date: _____
Signature: _____
7. Applicant Name (Print): _____
Applicant Address: _____
Parcel ID Number: _____ Date: _____
Signature: _____
8. Applicant Name (Print): _____
Applicant Address: _____
Parcel ID Number: _____ Date: _____
Signature: _____

Case No. _____

Date Filed: _____

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.

	<u>NAME</u>	<u>ADDRESS</u>	<u>CITY, STATE, ZIP</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____

**EXHIBIT A
LEGAL DESCRIPTION
R/W VACATION**

BEING PART OF A 2.58-ACRE TRACT OF LAND OWNED BY THE CITY OF WEST CARROLLTON AS CONVEYED IN IR DEED 25-019312, IR DEED 25-019313, IR DEED 25-019314, IR DEED 25-019315, AND IR DEED 25-019316, AND SITUATE IN PART LOT 2500 OF THE CONSECUTIVE NUMBERS OF LOTS ON THE REVISED PLAT OF THE CITY OF WEST CARROLLTON, MONTGOMERY COUNTY, OHIO AND BEING MORE FULLY DESCRIBED AS FOLLOWS:

Beginning at the northwest corner of said Part Lot 2500 and being on the southerly right-of-way line of East Dixie Drive and being on the northerly line of said 2.58-acre tract;

thence, South 83°38'58" East, 267.10 feet, along the northerly line of said 2.58-acre tract to a point;

thence, South 72°00'57" East, 148.60 feet, along the northerly line of said 2.58-acre tract to a point;

thence, South 68°00'24" East, 86.98 feet, along the northerly line of said 2.58-acre tract to a point;

thence, South 69°39'17" West, 111.49 feet, to a point;

thence, North 77°53'04" West, 142.37 feet, to a point;

thence, North 83°38'57" West, 212.57 feet, to a point on the west line of said 2.58-acre tract;

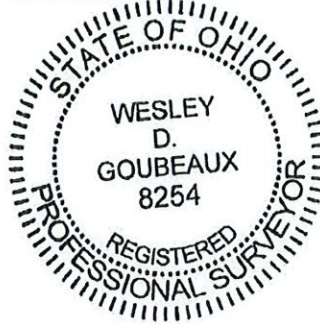
thence, North 19°09'54" West, 98.84 feet, along the west line of said 2.58-acre tract place of beginning.

Containing 0.841 acres more or less and all being subject to any legal highways and easements of record.

The bearing of North 20°20'43" West along the centerline of Manchester Road was based on NAD 83 CORS 2011 adjustment, Ohio South Zone, ODOT VRS CORS Network.

The above description was prepared by Wesley D. Goubeaux, Ohio Professional Surveyor Number 8254, based on a field survey performed under his direct supervision and dated May 22, 2025. For a pictorial representation, see attached Exhibit "B".

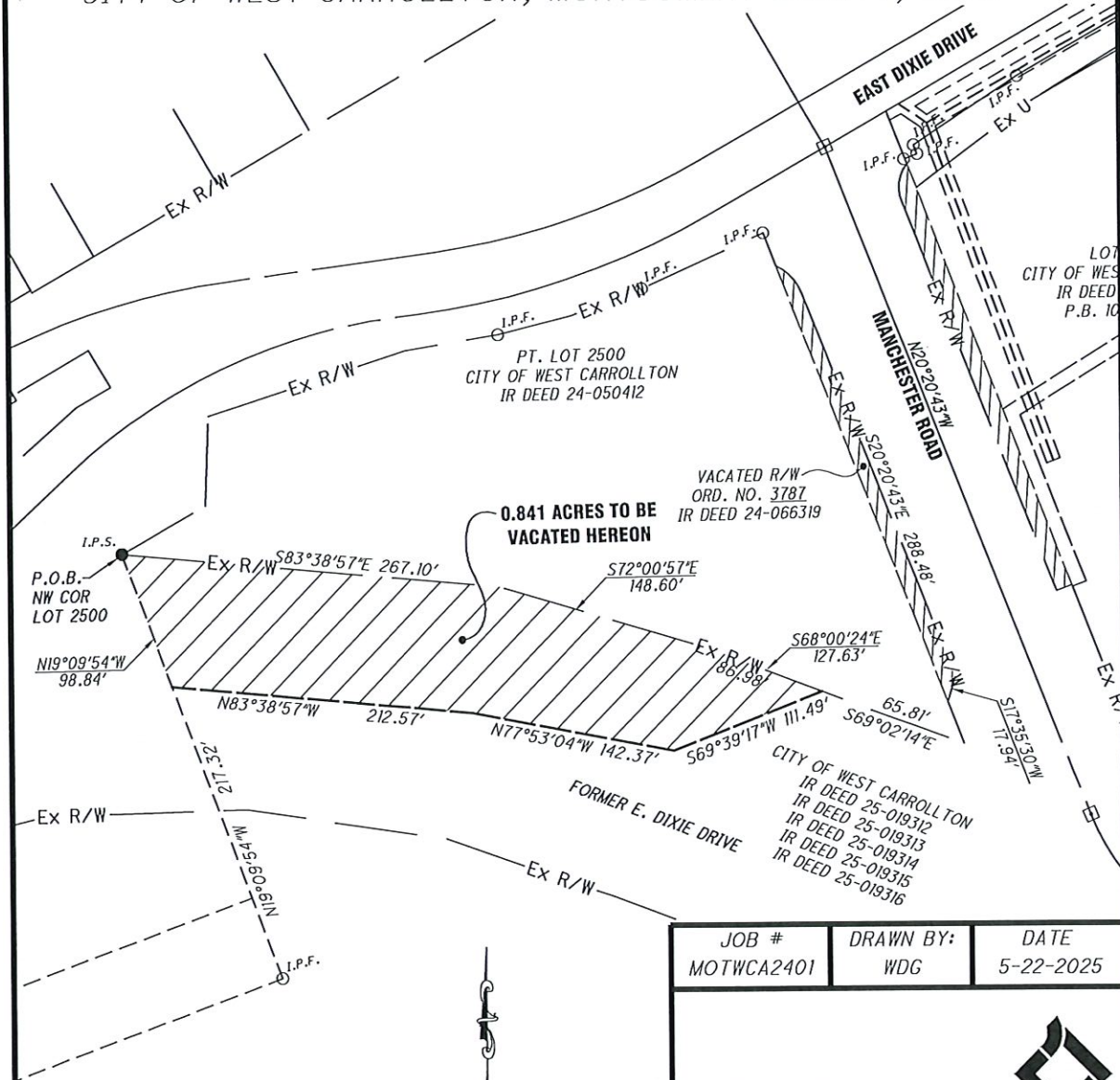

Wesley D. Goubeaux, PS #8254



5/22/2025
Date

EXHIBIT B

SITUATE IN FRACTIONAL SECTION 16, T 1, R 6 M.Rs.,
CITY OF WEST CARROLLTON, MONTGOMERY COUNTY, OHIO



LEGEND

- I.P.S. 5/8" X 30" REBAR W/CAP SET
- I.P.F. IRON PIN FOUND
- MON. BOX W/IP FD.
- ▨ AREA TO BE VACATED

THE BEARING OF N20°20'43"W ALONG
THE CENTERLINE OF CROSSOVER
STREET WAS BASED ON NAD 83 CORS
2011 ADJUSTMENT, OHIO SOUTH ZONE,
ODOT VRS CORS NETWORK

SCALE: 1"=120'



JOB #	DRAWN BY:	DATE
MOTWCA2401	WDG	5-22-2025

ChoiceOne
Engineering

SIDNEY, OHIO 937.497.0200
LOVELAND, OHIO 513.239.8554

www.CHOICEONEENGINEERING.com