



Petition For Vacation City of Greenfield

Greenfield Plan Commission Vacation Checklist

The following items must be submitted before a petition to the Plan Commission can be scheduled for public hearing. Any questions regarding these items should be directed to the Plan Commission office at 317-477-4320.

- Application Form - One completed petition form with original signature.
- Legal Description.
- Location or area map
- Copy of the property deed or contract.
Note: Any application filed by any person other than the legal owner of the real estate involved shall be accompanied by a notarized consent to permit the filing of such application.
- Survey of area to be vacated. For street or alley right-of-way (R/W) vacations, subterranean or air vacations, a survey completed by a Land Surveyor must be filed.
- Plan Submittal, including all utilities and easements:
 - 1 digital and 8 physical preliminary sets (sized 24 x 26) shall be submitted for distribution to Technical Review Committee members
 - 1 digital and 12 physical revised sets (sized 11 x 17), after Technical Review for Plan Commission
- After Plan Commission recommendation, the request shall be submitted to the City Attorney for 1st, 2nd & 3rd readings of a vacation ordinance by the City Council.



**Petition For Vacation
City of Greenfield**

Date Filed _____

Docket # _____

General Location of the property to be Vacated: _____

Applicant(s)

Name _____

Street Address _____

City, State, Zip _____

Primary Contact Person regarding this petition _____

Telephone, Fax, E-Mail _____

Signature of Petitioner _____

Applicant is (circle one): Sole owner Joint Owner Tenant Agent Other (specify) _____

Person who prepared the plat or legal description: _____

Address: _____

Phone: _____ **Email:** _____

Property Owner(s)

Name _____

Street Address _____

City, State, Zip _____

Telephone, Fax, E-Mail _____

Signature of Owner _____

Does the Owner **own** one hundred percent (100%) of the area involved in the petition (yes or no) _____

If No, a *consent form (attached) must be signed and submitted by each owner of property abutting the property to be vacated.*

Plat or Right of Way affected: _____

Legal Description including a copy of the plat, if applicable, must be attached.

Continued



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Request is for a Vacation of (check all that apply):

- | | |
|----------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Street Right-of-way | <input type="checkbox"/> Alley Right-of-way |
| <input type="checkbox"/> Easement | <input type="checkbox"/> Covenant |
| <input type="checkbox"/> Platted Lots | <input type="checkbox"/> Building Setback Lines |
| <input type="checkbox"/> Subterranean | <input type="checkbox"/> Air |

Reason for Vacation?: _____

Length of Right-of-way to be Vacated: _____

Existing Use of the Subject Property: _____

Existing Improvements on the Subject Property: _____

Will the vacation result in any area being without direct access to a public street or right-of-way: _____

(Applies to alleys and street vacations only)

Will the vacated section of right-of-way be necessary for use as a utility easement or utility access area?: If so,

Explain _____

Has the subject property been acquired by or been improved by any governmental agency or used by the public?: _____

(Yes or No)

Should the vacation require assessment of benefits or award of damages?: _____

(Yes or No)

Why: _____

Attach a scaled map of the area designating the area to be vacated and surrounding affected properties.

Attach the names and addresses of all land owners that abut the property proposed to be vacated.



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INSTRUCTIONS FOR NOTICE OF PUBLIC HEARING:

For each application, the applicant shall assume the responsibility and expense of notification and publication of notice as required by the Rules of Procedure of the City of Greenfield Advisory Plan Commission, by Ordinance, or by State Law.

Staff will prepare Legal Notice of Public Hearing and provide to petitioner the approved notice, signed by the Planning Director a minimum of 5 business days prior Notice Deadline.

a. Public Notice (Newspaper)

For every application which is to be heard by the Plan Commission, the Legal Notice of Public Hearing shall be given in a newspaper of general circulation in Greenfield, Indiana, in the form prescribed by the Plan Commission. The applicant shall cause the notice to be published at least fifteen (15), but not more than thirty (30), days prior to the date set for the hearing.

The Daily Reporter asks that all notices for publication be emailed. The paper is published Tuesday through Saturday. Tuesday - Friday's deadline: previous day by Noon. Saturday deadline: Thursday by Noon. Contact Dee Berge at DRlegals@greenfieldreporter.com Tel: 317-477-3243

b. Personal Notice (U.S. Mail)

For all applications for rezoning and the platting of subdivisions, the Applicant shall notify all abutting and adjoining legal land owners within two (2) property depths, or 660 feet of the subject property, whichever is satisfied first. For the purpose of determining names and addresses of legal land owners, the Applicant shall reference the records of the Hancock County Assessor. Such Legal Notice of Public Hearing shall be mailed 'certified mail/return receipt' or by 'certificate of mailing' (Postal Service Form 3877) at least fifteen (15), but not more than thirty (30), days before the date of the hearing.

c. Proof of Notice

1. Proof of publication of the **Public Notice** must be made by an Affidavit of the publisher and attached to a copy of the notice taken from the paper in which it was published and filed with the Secretary of the Plan Commission before the hearing. Such Affidavit must specify the City, the time, and the paper in which the notice was published.

2. The certified mail receipts or the Form 3877 certificate of mailing of the **Personal Notice** shall be filed with the Plan Commission Secretary before the hearing accompanied by an Affidavit signed by the applicant verifying that all persons entitled to receive notice pursuant to these rules and the ordinances of the City of Greenfield, Indiana, have been properly notified.



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AFFIDAVIT:

STATE OF INDIANA) SS
COUNTY OF HANCOCK)
TO THE GREENFIELD PLAN COMMISSION

_____, verifies and states that he/she, at least fifteen (15), but not more than thirty (30) days prior to the scheduled hearing, has mailed notice by certified mail/certificate of mailing to all of the adjoining legal landowners within two property depths or 660 feet of the property which is the subject matter of Docket # _____,

with an address of _____

filed by _____

on the _____ day of _____, 20____ to the addresses obtained from the Office of the Auditor of Hancock County, Indiana. Said return receipts are attached hereto.

Further affiant sayeth not.

Signed

Printed name

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

Printed Name

Commission Expires: _____

County of Residence: _____



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CONSENT FORM:

The undersigned, _____, being the owner of the
property commonly known as _____
hereby authorizes _____ to file land development petitions or
request the applicable permits for the aforementioned address.

This consent shall:

- Remain in effect until revoked by a written statement filed with the Engineering and Planning Department of the City of Greenfield, or
Remain in effect until _____

Property Owner, Address, Phone, Email, Date (two columns)

STATE OF INDIANA
COUNTY OF HANCOCK, SS:
Subscribed and sworn to before me
this ___ day of _____, _____.

STATE OF INDIANA
COUNTY OF HANCOCK, SS:
Subscribed and sworn to before me
this ___ day of _____, _____.

Notary Public, Printed Signature, My Commission Expires, County of Residence

Notary Public, Printed Signature, My Commission Expires, County of Residence