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

- Street Right-of-way
- Easement
- Platted Lots
- Subterranean
- Alley Right-of-way
- Covenant
- Building Setback Lines
- 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.
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.
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: _______________________

City of Greenfield, Planning Department  10 S. State Street, Greenfield, IN  46140
Phone: 317-477-4320   Fax: 317-477-4321   E-mail: planning@greenfieldin.org   www.greenfieldin.org

Form Revised 2023
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     Property Owner

_________________________________  ________________________________________
Address      Address

_________________________________  ________________________________________
Phone, Email      Phone, Email

_________________________________  ________________________________________
Date      Date

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

___________________________     ____________________________
Notary Public                         Notary Public

___________________________     ____________________________
Printed Signature                       Printed Signature

My Commission Expires: My Commission Expires:
___________________________     ____________________________
County of Residence      County of Residence