



## 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 10 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 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> 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.



## Petition For Vacation City of Greenfield

### 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 documents for the required Legal Notice of Public Hearing and provide to petitioner the approved notice.

#### **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 publishes Public Notices on Tuesdays and Saturdays only. The deadline to turn in documents for publishing is one week prior to the day of publication. Contact Dee Berge at DRlegals@AimMediaIndiana.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) 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 (two columns)