

FOUNTAIN COUNTY, INDIANA

Procedure for Vacation of Public Ways, Places and Easements

1. Submit a petition application to the Department of Planning & Community Development

- Complete and Sign Application
(The completed application packet must be turned in by the filing deadline.)
- Submit all applicable fees by the filing deadline:

All applications require legal publication and certified notification fees:

- Legal Publication fees (*Required Fee*) \$75.00
- Certified letters (*Required Fee*) \$ Certified mail Fee *Required Property Owners
- Recording Fees as specified by the Fountain County Recorder upon ordinance approval

- Obtain a list of adjacent and adjoining property owners from the Planning Department
- Obtain and submit a legal description of the property proposed to be vacated; and
- Provide a sketch, not necessarily drawn to scale, on plain paper no smaller than 8 1/2" x 11" including:
 - The property proposed to be vacated (with dimensions),
 - All abutting land owner's names and addresses,
 - All physical features in and near the property proposed to be vacated, and
 - Any other data the zoning administrator may require.

2. Attend two County Commissioners meetings approximately 30 days apart, the first for ordinance introduction, and the second, approximately 30 days later, for public hearing and second ordinance reading.

3. Record Ordinance with the Fountain County Recorder's Office and submit a copy to the Fountain County Auditor's office.

FILING DEADLINE: Ten days before any scheduled Commissioners Meeting.

Commissioners Meeting take place the first and third Mondays each month at 9:00 a.m. in the Commissioners Room in the Fountain County Courthouse.

FOUNTAIN COUNTY, INDIANA

Vacation of Public Ways Application

Petition No. _____

Applicant: _____

Phone No. _____

Address: _____

Petitioner: _____

Phone No. _____

(Please list additional petitioners on the back of the form)

Address: _____

Location of Public Way to be Vacated: _____

Circumstances & Reasons for Request: _____

Legal Description: _____

Current Use of Property: _____ Proposed Use: _____

I (We) do hereby request approval of the following described plat vacation in accordance with the provisions of Indiana Code 36-7-3. I (We) am (are) the owners of the real estate included in said request. The legal description of the tract to be vacated is attached:

Applicant Date

NOTICE: An accurate legal description and site plan drawn to scale on plain paper no smaller than 8 1/2" x 11" showing all required items must be submitted with the application in order to receive petition consideration.

FOR OFFICE USE ONLY

Date Received: _____

Legal Fee: _____ Certified Mail: _____ TOTAL: _____

In addition to the total application fee, a Recording Fee will also be collected upon approval.