

Department of Planning &
Community Development
CITY OF CRAWFORDSVILLE

Procedure for Vacation of Public Ways, Places and Easements
Section 98.010 Crawfordsville Code of Ordinances

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:

Filing Fees as prescribed by the Official Fee Schedule:

All applications require legal publication and certified notification fees

- Vacation of Public Ways Filing Fee \$50.00
 - Legal Publication fees *(Required Fee)* \$75.00
 - Certified Letters *(Required Fee)* \$ 6.11 (x the number of property owners listed)
 - Recording Fees as specified by the Montgomery County Recorder upon ordinance approval
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- 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 necessary draw to scale, on plain paper no smaller than 8 ½" 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 Committee meeting for consideration
3. Attend City Council meetings concerning vacation ordinance for public hearing and consideration of the ordinance
4. Record Ordinance with the Montgomery County Recorder's office and submit a copy to the Montgomery County Auditor's office.

FILING DEADLINE: _____

Traffic Parking & Safety Meeting Date: _____

(First Monday of Each Month at 6:00 p.m.)

City Council Meeting Date: _____

(Second Monday of Each Month at 7:00 p.m.)

Department of Planning &
Community Development
CITY OF CRAWFORDSVILLE

Vacation of Public Ways Application

Petition No. _____

Applicant: _____

Phone No. _____

Address: _____

Petitioner: _____
(please list additional petitioners on the back of the form)

Phone No. _____

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 abutting 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 ½ x 11 inches showing all required items of City Code 98.010 must be accompanied with the application in order to receive Plan Commission consideration.

FOR OFFICE USE ONLY

Date Received: _____

Petition Fee: _____ Legal Fee: _____ Certified Mail: _____ TOTAL: _____

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