

## **PROCEDURE TO VACATE A STREET RIGHT-OF-WAY**

- 1) Bring in a written request addressed to the Chairman - map of the area requested from the Tax Dept. at the Administration Building, Warren, Ohio.
- 2) A \$200.00 filing fee to be paid before meeting time. **Half the fee will be returned if the request does not leave the Planning Commission.**
- 3) If you would like to be on the Agenda, let the secretary know by 10:00 a.m. on the Monday before the meeting date - all paper work must also be in and filing fee paid.
- 4) At the meeting, the Planning Commission Chairman and Secretary will set a date for a public hearing, if after receiving preliminary approval from the Planning Commission - at least thirty (30) days notice.
- 5) Secretary types a letter for a public hearing.
- 6) Send copies to the Board members, property owner, abutting and contiguous property owners of the property in question, legal ad, council and bulletin boards.
- 7) The person requesting the vacating to be present at the public hearing.
- 8) If final approval is made by the Planning Commission a recommendation by the Chairman will be sent to council for their approval.
- 9) The principle or legal counsel needs to be present at all meetings to review the plans and answer questions if needed.
- 10) The Ohio Revised Code process states this has to be advertised in the newspaper of general circulation for six (6) weeks.
- 11) It takes three (3) readings of Council.