



The City of

Alliance

"The Carnation City"

Ohio 44601-2415

504 E. Main Street

Dept. of Engineering, Building & Zoning

Phone: (330) 823-5122

Email: Eng.bld.zon@allianceoh.gov

ALLEY/STREET VACATION CHECKLIST

Project: _____ Date: _____

The following information **MUST** be included with all requests for Alley/Street Vacation submitted for review and processing in order to constitute a complete Alley/Street Vacation package. Incomplete applications will not be processed.

Complete Alley/Street Vacation Package Includes:

- ____ This completed form
- ____ Planning Commission Application
- ____ Signed Petition (This can be obtained at the Engineering Dept.)
- ____ The latest tax mill covering each property in question
- ____ A cover letter to City Council requesting the vacation and the reasons for the vacation.
- ____ 10 Copies of the Plat, 24"x36" or 18"x24"
- ____ 1 Reduced Copy of Plans 11"x17"
- ____ Electronic (PDF) Set of Plans

Please check the following items to ensure the plan has complied with the City of Alliance's Alley/Street Vacation Requirements. These are the minimum requirements. The applicant is responsible to provide any and all other information that is pertinent to the proposed Alley/Street Vacation change. All items must be checked unless an item is not applicable to this particular project; whereas, "N/A" should be written beside the box. Failure to include all applicable items will constitute an incomplete submittal.

Plat Requirements:

- All sheets must be either 24"x36" or 18"x24", or as noted above. A larger sheet size must be approved prior to submittal. The final signed copy must be on a mylar sheet.
- The drawing must be appropriate for the detail of the plan. The scale must be either 1"=10',20',30',40',50',60' or 100'.
- A different drawing scale must be approved prior to submittal.
- Include a North arrow.
- All replats must be stamped and signed by a Professional Surveyor licensed to practice in the State of Ohio.
- All plans must be computer generated. Copies of the final set of plans must be submitted in a ".dwg" format on a CD prior to the plans being signed.

- Replats must be referenced to the Alliance Mapping System. Please contact the Engineer's Office for reference points for your project location.
- Show and label the road right of way as "R/W" and all property lines as "P/L".
- Show and label adjacent roadways with right of way widths along with the bearings and distances of the centerlines.
- Label all lot lines with the correct bearings and distances, either all clockwise or counterclockwise.
- Show and label all existing easements.
- Label the site's parcel number, City Lot or Outlot number, zoning category, owner's name and acreage of the site.
- Label adjacent properties' parcel number, City Lot or Outlot numbers, zoning category, owner's names.
- Show the location of the parcel with respect to the intersection of two roadways (this may be done with a dimensional tie).
- Label the basis of bearing.
- Show and label all street centerline monuments.
- Show and label all lot corners found and/or set.
- Include all necessary signature blocks. This information can be obtained from the Engineering & Building Department.
- Distinguish the portion of the alley/street which is proposed to be vacated.
- Include a new lot line along the centerline of the portion of the proposed vacation separating the alley/street into two equal areas.

The Engineering & Building Department will review the Alley/Street Vacation Request when it has been processed. If there are any comments, the applicant will receive the comments by fax and mail. Three copies of the revised plan must be submitted with a response letter addressing each comment. If a response letter is not received, the plan will not be reviewed. Ample time should be given to allow for review of the resubmittals. *(The week of Planning Commission is typically insufficient time to review the resubmittals prior to Planning Commission).*

Cost of publication to be paid by: _____

Name and address: _____

I do hereby attest that all above applicable items have been incorporated into the plan. I understand that failure to include all applicable items will constitute an incomplete submittal, which in turn will not be processed.

Signature of the Applicant

Date

CITY OF ALLIANCE
Application for Planning Commission Review

Submission Date: _____ **Date of Meeting:** _____

Type of Submittal (Check all that apply): _____ Site Plan; _____ Replat; _____ Alley/Vacation; _____ Variance(s);
_____ Preliminary Plat; _____ Final Plat; _____ Zoning Change; _____ Conditional Use; _____ Other (explain)

Project Name: _____

Location: _____

_____ Lot/ Parcel No.: _____

Owner's Name: _____

Address: _____

City, State & Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Professional contact Name (*Engineer, Surveyor, Architect, etc.*): _____

Professional Contact's Firm: _____

Address: _____

City, State & Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Primary Contact Name: _____

(The person the City should contact regarding the project.)

Address (if different than above): _____

City, State & Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Planning Commission meets every 3rd Wednesday of each month. Submission deadline is the 20th of the month prior to the regularly scheduled meeting. Late applications will be scheduled for the next available meeting. All information listed on the application and applicable checklist must be submitted for the application to be complete. Incomplete applications will not be processed. An authorized representative must attend the Planning Commission for the project to be considered.

I do hereby attest that all statements, signatures, descriptions, and exhibits submitted with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of the property owner.

Signature of the Applicant

Signature of the Property Owner, if not the applicant

STREET AND ALLEY VACATIONS

**City of Alliance
504 E. Main Street
Alliance, OH 44601**

1. Obtain a vacation petition from the Engineering Department.
 - a. The present owner or owners of each property which bounds or abuts the portion of the street or alley sought to be vacated must sign the petition.
 - b. In signing the petition, all persons should sign their given names and identify their address for the premises which they own.
2. Return the signed petition with:
 - a. A vacation plat prepared by a Registered Surveyor.
 - b. The last tax bill or tax receipt covering each property in question.
 - c. A cover letter to City Council requesting the vacation.
3. The Engineer of his/her representative will review the petition and vacation plat. The Chairman of the Planning and Zoning Committee of City Council will request the necessary legislation. Interested parties or their agent will be notified when the proposed vacation will be on the Planning Commission agenda and will be required to attend.
4. Costs:
 - a. Vacation plat, provided by a Registered Surveyor.
 - b. The owner or owners of the property abutting the vacated property shall pay to the City Auditor an amount of money, as determined by the Engineer from the tax receipts, per square foot which is equal to the tax value of the land which immediately abuts the vacated property on both sides. This must be paid before City Council approves the vacation. The Engineer will send a letter to the property owner describing this cost.
 - c. Plat recording costs with the County Recorder. The owner is responsible for delivering and picking up the plat at the Recorder's office. The City Engineer keeps the original plat for permanent record.
 - d. Advertising costs will vary based on the complexity of the description of the property contained in the ordinance.

PETITION TO VACATE AN ALLEY/STREET

TO THE HONORABLE COUNCIL OF THE CITY OF ALLIANCE, STATE OF OHIO:

The undersigned, being the owners of certain lots in the City of Alliance abutting a certain alley/street approximately _____ in width, having an alley/street between lot numbers _____ and _____ respectfully petition your honorable body that said alley/street be vacated from _____ a distance of _____ for the reason that it is no longer of use to the public and its vacation will not be detrimental to the general interest.

NAME: _____ **SIGNATURE:** _____

ADDRESS: _____ **LOT NO.** _____

_____ I agree to the vacation of the alley/street as described and wish to purchase my half of the alley/street for my use, subject to conditions.

_____ I do not object to the vacation of the alley/street as described. I understand that the neighboring property owner may purchase the property for their use, subject to conditions.

_____ I object to the vacation of the alley/street as described and wish for it to remain city owned and used for public access.

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