

Town of Ellettsville, 221North Sale Street, Ellettsville, IN 47429, Clerk Treasurer  
Phone: 812-876-3860, Fax: 812-876-3491  
Planning Director 102 South Park Street, Ellettsville, IN 47429  
Phone: 812-876-8008, Fax: 812-876-8007

### **PROCEDURE FOR VACATING PUBLIC WAY**

1. Submit written petition on approved form to the Town Council.
  2. Provide notice by publishing in Ellettsville Journal one time at least 10 days before hearing.
  3. Send the notice by certified mail to each owner of land that abuts the property to be vacated.
  4. Deliver to Clerk-Treasurer, before the date of hearing, proof that the notice was published and send by certified mail to adjoining property owners.
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### **NOTICE**

Be advised that a petition has been filed with the Ellettsville Plan Commission to vacate the following described (public way or place or plat). (Insert legal description.)

This petition will be set for preliminary hearing at the Ellettsville Town Hall on \_\_\_\_\_ at 7:30 p.m. and for a final hearing on \_\_\_\_\_ at 7:30 p.m.



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CHECK LIST  
VACATION OF PLAT

- |  | <u>Date Accomplished</u> |
|--|--------------------------|
| 1. Submit Petition to Plan Commission      | _____                    |
| 2. Submit instrument of declaration        | _____                    |
| 3. Published notice                        | _____                    |
| 4. Sent Certified notice to owners of lots | _____                    |
| 5. Provided proof of notice                | _____                    |
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CHECK LIST  
VACATION OF LAND OR RIGHTS OF WAYS  
(OTHER THAN SUB-DIVISION)

- |  | <u>Date Completed</u> |
|--|-----------------------|
| 1. File petition with Town Plan Commission           | _____                 |
| 2. Published notice                                  | _____                 |
| 3. Sent certified notice to abutting property owners | _____                 |
| 4. Proof of notice                                   | _____                 |