

PROCEDURES FOR VACATON OF PUBLIC WAYS AND PUBLIC PLACES

PETITIONER CHECKLIST

- PICK UP INSTRUCTION PACKET FROM CITY CLERK'S OFFICE
- STOP BY ENGINEERING DEPARTMENT ON THE 13TH FLOOR OF THE COUNTY-CITY BUILDING TO REQUEST RADIUS MAP AND LEGAL DESCRIPTION
- AFTER RECEIPT OF RADIUS MAP FROM THE ENGINEERING DEPARTMENT. STOP BY THE PORTAGE TOWNSHIP ASSESSORS OFFICE ON THE 2ND FLOOR OF THE COUNTY-CITY BUILDING TO GET NAMES OF PROPERTY OWNERS LOCATED WITHIN THE 150' RADIUS
- ADDRESS ENVELOPES TO ALL PROPERTY OWNERS WITHIN 150' FOOT RADIUS
- GET POSTAGE FOR CERTIFIED MAIL
- COMPLETE PETITION FORM
- PREPARE ORDINANCE FOR FILING
- PREPARE \$150.00 FILING FEE
- FILE ALL OF THE ABOVE WITH CITY CLERK'S OFFICE
- CHECK ON DATE OF 1ST READING WITH COMMON COUNCIL
- CHECK ON DATE OF PUBLIC HEARING
- CHECK ON TIME OF COUNCIL PUBLIC WORKS AND PROPERTY VACATION COMMITTEE MEETING
- CHECK ON DATE OF ADVERTISING OF ENTIRE ORDINANCE IN THE SOUTH BEND TRIBUNE AND THE TRI-COUNTY NEWS
- CHECK ON EFFECTIVE DATE OF VACATION