

OUTLINE OF STREET CLOSING PROCEDURE

ORDINANCE 770

SECTION 2 Petition to vacate to be filed with fee.

SECTION 3 Petition shall include:

- A. Legal description of street/road to be closed with map or plat showing same.
- B. List of names and addresses of all abutting property owners and statement of effect, if any, of street closing to other property owners in the area.
- C. Letters from officials of each utility and cable operating in area stating objections to closing, if any, or state if no objections.
- D. Letters of objection, or no objection from all owners affected by closing, including legal description of properties owned by abutting or other affected property owners.
- E. In addition to filing fee, Petitioner to pay all costs prior to Public Hearing (includes: publications, mailings, copies, recordings, etc.)

SECTION 4 Recorder to send copies of all of above to City Attorney for his review and written letter of completeness.

SECTION 5 Recorder to send copy of Petition and other pertinent information to Building Official or City Administrator, City Engineer or Inspector and Planning and Zoning Board for review and recommendation. (Have 90 days to respond.)

SECTION 6 Prior to Public Hearing, Petitioner to provide Recorder with return receipts from mailing Certified Notice of Petition to each abutting property owner or other owners that may be affected by closing.

SECTION 7 After all of above and recommendations, the Recorder

- (a) publishes Notice of Public Hearing in newspaper one time at least 2 weeks prior to date of Public Hearing.
- (b) places petition on Council Agenda for Public Hearing.
- (c) Mails Notice of Public Hearing to all affected property owners.

SECTION 8 During or after Public Hearing, Council passes Resolution, if closed.

SECTION 9 Publish Notice of Adoption of Resolution in newspaper 1 time within 30 days after adoption.

SECTION 10 Record at Court House Proof of Publication of:

- (a) Notice of Public Hearing
- (b) Notice of Resolution Adoption and the Resolution.

SECTION 11 Refund any unexpended funds paid by petitioner except filing fee.