

## **INSTRUCTIONS FOR VACATING ALLEYS & STREETS**

1. To vacate an alley, the property owner must come into the County Auditor's office to obtain the petition.
2. While the property owner is in the office, make a copy of the area from the plat map and from Beacon. Make sure the street or alley to be vacated is highlighted. Review the adjoining property owner's names.
3. The property owner will take the petition to all adjoining property owners and obtain a signature. After the signatures are collected, return the petition to the Auditor's office.
4. The property owner will mail a certified "notice of hearing" prepared by the Auditor's office to all adjoining property owners. The property owner will also have the "notice of hearing" legally advertised in two local newspapers. The property owner is also required to post the "notice of hearing" in two different public places.
5. The Auditor's office will prepare the ordinance and certificate of ordinance for the Commissioners to sign after the hearing. The Auditor will record the Ordinance.