

CITY OF LEBANON
LEBANON PLANNING & ZONING OFFICE
401 S. MERIDIAN STREET
LEBANON, IN. 46052
(765) 482-8845

PROCEDURE TO FILE FOR VACATION OF CITY OWNED PROPERTY

1. Upon filing of an application and paying the \$100.00 submittal fee a TAC meeting will be scheduled through the Lebanon Planning & Zoning Office. See schedule of meeting dates attached.
 - a. The proposed vacation will be reviewed by the Lebanon Technical Advisory Committee including but not limited to:
 - i. Charlie Campbell Planning & Zoning Office
 - ii. Alex Koenig Planning & Zoning Office
 - iii. Larry Lee Street Commissioner
 - iv. Ted Caldwell Lebanon Fire Chief
 - v. John Messenger Lebanon Park Director
 - vi. Tom Garoffolo Lebanon Police Chief
 - vii. Bob Waples Lebanon Utilities; water, wastewater and storm
 - viii. Steve Large Lebanon Utilities; water , wastewater and storm
 - ix. Mike Adams Lebanon Utilities; electric department
2. Once the TAC has reviewed the application and made the recommendation the application must be filled out and submitted with the vacation fee of \$750.00 (checks made payable to the City of Lebanon) to the Planning & Zoning Office to be placed on the Plan Commission agenda.
 - a. Submittal Items
 - i. The application form
 - ii. Vacation fee
 - iii. Site survey of proposed property to be vacated
 1. A survey performed by a registered land surveyor or professional engineer is required
 - iv. Notice to neighboring property owners
 1. Abutting property owners must be notified by certified mail, return receipt requested, of the public hearings. Proof of mailing must be submitted to the Planning & Zoning Office prior to the scheduled public hearing. The Boone County Auditor can give the abutting property owners names.
 - v. Notice of publication
 1. Notice must be submitted to the Lebanon Reporter and published 10 days before the meeting. Give at least 14 days for the Reporter to run the notice. Proof of publication must be provided to the Planning & Zoning Office prior to the public hearing.
3. The public hearing will occur as scheduled before the Lebanon Plan Commission. Petitioner, or his/her representative, should appear at the hearing and present evidence and testimony as to the necessity of the vacation and to answer questions from the Plan Commission members. Abutting property owners or other interested individuals may also appear and speak in favor of, or in opposition to, the proposed vacation. The recommendation of the Planning & Zoning Office will be presented at the public hearing. The public hearing will take place in accordance with the

rules of procedures of the Lebanon Plan Commission. At the conclusion of the hearing the Plan Commission will make a recommendation on the petition.

4. The Plan Commission will certify its recommendation to the Lebanon Board of Works and City Council who will then review and approve or deny the request as submitted.

For Office Use Only

File No. _____

Date: _____

Fees Paid Yes _____ No _____

CITY OF LEBANON
PETITION FOR VACATING CITY PROPERTY

Project Location _____ Current Zoning _____

Parcel ID No. _____ Area (_____ acres _____ lots)

Township _____ Proposed Land Use _____

Comprehensive Plan Designation _____

Name of Applicant Contact Person/Representative _____

Phone _____ Fax _____ Email _____

Address _____

Name of Property Owner _____

Address _____

Phone _____ Fax _____ Email _____

APPLICATION FEE

\$100.00

VACATION FEE

\$750.00

Made to the City of Lebanon

MEETING DATES

2011 TAC MEETINGS (STARTS AT 9:00 A.M.)

Meeting Date

TUESDAY, JANUARY 4, 2011
TUESDAY, JANUARY 18, 2011
TUESDAY, FEBRUARY 1, 2011
TUESDAY, FEBRUARY 15, 2011
TUESDAY, MARCH 1, 2011
TUESDAY, MARCH 15, 2011
TUESDAY, APRIL 5, 2011
TUESDAY, APRIL 19, 2011
TUESDAY, MAY 3, 2011
TUESDAY, MAY 17, 2011
TUESDAY, JUNE 7, 2011
TUESDAY, JUNE 21, 2011
TUESDAY, JULY 5, 2011

Submittal Deadline

DECEMBER 17, 2010
JANUARY 4, 2011
JANUARY 14, 2011
JANUARY 28, 2011
FEBRUARY 11, 2011
FEBRUARY 28, 2011
MARCH 18, 2011
APRIL 1, 2011
APRIL 15, 2011
APRIL 29, 2011
MAY 20, 2011
JUNE 3, 2011
JUNE 17, 2011

TUESDAY, JULY 19, 2011
TUESDAY, AUGUST 2, 2011
TUESDAY, AUGUST 16, 2011
TUESDAY, SEPTEMBER 6, 2011
TUESDAY, SEPTEMBER 20, 2011
TUESDAY, OCTOBER 4, 2011
TUESDAY, OCTOBER 18, 2011
WEDNESDAY, NOVEMBER 1, 2011
TUESDAY, NOVEMBER 15, 2011
TUESDAY, DECEMBER 6, 2011
TUESDAY, DECEMBER 20, 2011

JULY 1, 2011
JULY 15, 2011
AUGUST 1, 2011
AUGUST 19, 2011
SEPTEMBER 2, 2011
SEPTEMBER 16, 2011
SEPTEMBER 14, 2011
OCTOBER 14, 2011
OCTOBER 28, 2011
NOVEMBER 18, 2011
DECEMBER 2, 2011

2011 Plan Commission Meeting (7pm)

<u>MEETING DATE</u>	<u>SUBMITTAL DEADLINE</u>
TUESDAY, JANUARY 18, 2011	DECEMBER 17, 2010
TUESDAY, FEBRUARY 21, 2011	JANUARY 14, 2011
MONDAY, MARCH 21, 2011	FEBRUARY 11, 2011
MONDAY, APRIL 18, 2011	MARCH 18, 2011
MONDAY, MAY 16, 2011	APRIL 15, 2011
MONDAY, JUNE 20, 2011	MAY 20, 2011
MONDAY, JULY 18, 2011	JUNE 17, 2011
MONDAY, AUGUST 15, 2011	JULY 15, 2011
MONDAY, SEPTEMBER 19, 2011	AUGUST 19, 2011
MONDAY, OCTOBER 17, 2011	SEPTEMBER 14, 2011
MONDAY, NOVEMBER 21, 2011	OCTOBER 14, 2011
MONDAY, DECEMBER 19, 2011	NOVEMBER 18, 2011

2011 City Council Meetings (7pm)

MEETING DATES

JANUARY 10, 2011	JULY 25, 2011
JANUARY 24, 2011	JULY 11, 2011
FEBRUARY 14, 2011	AUGUST 8, 2011
FEBRUARY 28, 2011	AUGUST 22, 2011
MARCH 14, 2011	SEPTEMBER 12, 2011
MARCH 28, 2011	SEPTEMBER 26, 2011
APRIL 11, 2011	OCTOBER 10, 2011
APRIL 25, 2011	OCTOBER 24, 2011
MAY 9, 2011	NOVEMBER 14, 2011
MAY 23, 2011	NOVEMBER 28, 2011
JUNE 13, 2011	DECEMBER 12, 2011
JUNE 27, 2011	DECEMBER 26, 2011

NOTICE OF PUBLIC HEARING

For publication

Notice is hereby given that on the ____ day of _____, at 7:00 p.m.

a public hearing will be held before the Lebanon Plan Commission, and on the _____ day of _____

_____ at 7:00 p.m. the Common Council in the Municipal Building located at 401

S. Meridian Street, Council Chambers in the City of Lebanon, IN. on the application of _____

_____. Application requested by _____

_____ located at _____

_____.

The Lebanon Common Council has set said hearing at the time and place specified. Written suggestions or objections concerning this application may be filed with the Common Council in the office of the City of Lebanon Planning Department located at 401 S. Meridian Street Lebanon, Indiana 46052 at or before such hearing and will be heard by the Common Council at the time and place specified. Interested persons desiring to present their views upon the application either in writing or verbally, will be given the opportunity to be heard at the above mentioned time and place. Said hearing may be continued from time to time as may be necessary.

Mayor, Huck Lewis
Lebanon Common Council

NOTICE OF PUBLIC HEARING TO PROPERTY OWNERS

CITY OF LEBANON
401 S. MERIDIAN STREET
LEBANON, IN. 46052

TO: _____

DATE: _____

Dear _____,

This is to inform you that the Lebanon Plan Commission will hold a Public Hearing on the application for _____ on the _____ day of _____ at _____ p.m. and the Lebanon Common Council will hold a Public Hearing on _____ day of _____ at _____ pm located at 401 S. Meridian Street, the Municipal Building.

This application, submitted by _____ requests that a _____ be granted for the property located at _____.

Written suggestions or objections relative to the application may be filed with the Common Council or in the office of the City Planning & Zoning Office at or before such meeting and will be heard by the Lebanon Common Council at the time and place specified. Interested persons desiring to present their views upon the Board either in writing or verbally, will be given the opportunity to be heard at the above-mentioned time and place.

By: Mayor Huck Lewis
Lebanon Common Council