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## PROCEDURE FOR REPLAT / VACATION PLAT

The Planning Commission reviews all replats / vacation plats and forwards a recommendation to City Council concerning the request.

### **PROCEDURES AND REQUIREMENTS (1161.05(a)(2) of the Subdivision Regs).**

- A. Application for replatting or adjustment of platted lot lines (vacation) shall be submitted to the Office of Community Development and Planning. The Replat/Vacation Plat shall be submitted in ten copies or one reproducible copy, and shall be submitted at least three weeks prior to a regularly scheduled meeting of the Planning Commission.
- B. The replat/vacation plat shall not be considered properly submitted until all applicable fees are paid by the developer, and until all plans, supporting documents, materials and application forms are provided to the Office of Community Development and Planning.
- C. The replat/vacation plat shall be drawn on standard size reproducible mylar or linen no larger than twenty-four by thirty-six inches and no smaller than eleven by seventeen inches, unless otherwise authorized.
- D. The replat/vacation plat shall show existing lot lines, and utility easements to be vacated in dashed lines (---).
- E. The replat/vacation plat shall contain a statement of intention and a request for the vacation of these lot lines and utility easements.
- F. The replat/vacation plat shall provide the appropriate signatures for utility easement abandonment by all affected utility companies, and also the signatures of all affected property owners of the original plat.
- G. The Planning Commission shall act on the replat/vacation plat within thirty-five business days of the date of the meeting at which the replat/vacation plat was first reviewed. If approving, shall so indicate and if disapproving, shall express the reasons therefore. The Planning Commission shall not approve replats/vacation plats with any conditions or stipulations.
- H. Approval or denial of the replat/vacation plat shall be noted in the official minutes as certified by the Chairman of the Planning Commission, on authorization by the Commission. Also noted, shall be the date on which the Commission granted approval or denial.
- I. If the Planning Commission approves the replat/vacation plat, then the Chairman of the Planning Commission shall sign and date the replat/vacation plat.

- J. Written notification shall be made to the property owners or their agent specifying the Commission's approval, or the reasons of the Commission's denial of the replat/vacation plat.
- K. Upon approval by the Planning Commission, the replat/vacation plat shall be submitted (forwarded) to Council for consideration. Upon approval by Council, the replat/vacation plat shall be signed and dated by the Mayor and Clerk of Council, and shall be filed by the property owner in the Office of the Recorder of Shelby County within thirty days of being signed.
- L. One reproducible mylar or linen of the recorded replat/vacation plat shall be filed with the City Engineer.

**FEES**

Each Application for replat / vacation plat shall be accompanied by a fee of seventy-five dollars (\$75.00).

**QUESTIONS?**

If you have any questions or need assistance in the application process, please contact:

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