

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. Ben Bontrager Planning & Zoning Office
 - ii. Kevin Krulik City Engineer
 - iii. David Newell Street Commissioner
 - iv. Chuck Batts Lebanon Fire Chief
 - v. John Messenger Lebanon Park Director
 - vi. Chad Morgan Lebanon Police Chief
 - vii. Ryan Ottinger Lebanon Utilities; water, wastewater
 - viii. Jeff Greeno 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 VACATION

APPLICATION FEE

\$100.00

VACATION FEE

\$750.00

Made to the City of Lebanon

General Location of Property to be Vacated Cedar Ridge: East of Edgewood SD, South of Fordice Rd

Name of Applicant Contact Person/Representative: Grand Communities, LLC (Amanda Webb)

Address 3940 Olympic Blvd, Suite 400, Erlanger, KY 41018

Phone 859-578-7705 Email awebb@fischerhomes.com

Name of Property Owner John + Amanda Artman

Address 950 East Washington Street, Lebanon, IN

Phone NA Email N/A

Plat and/or Right-of-Way affected Edgewood Section 2, Section 3, and Section 7

Legal description including a copy of the plat, if applicable, must be attached

Request is for a Vacation of (check all that apply):

Street Right-of-Way Alley Right-of-Way
 Platted Lots Easement

Reason for Vacation/Proposed Use Existing rights-of-ways, lots and easements will be vacated

and re-platted as part of the Cedar Ridge Development.

Amanda Webb
Signature of Applicant

Signature of Applicant

2020 City of Lebanon Plan Commission Meeting Dates

<i>Pre Submittal Meeting with staff</i>	<i>Filing Deadline</i>	<i>TAC 9:00 am</i>	<i>Last day for public notice to be published</i>	<i>Agenda & staff report published</i>	<i>Last day to submit info to file (not to be in staff report)</i>	<i>Public Hearing</i>
29-Nov-19	6-Dec-19	17-Dec-19	6-Jan-20	13-Jan-20	15-Jan-20	21-Jan-20
2-Jan-20	9-Jan-20	21-Jan-20	3-Feb-20	10-Jan-20	12-Feb-20	18-Feb-20
24-Jan-20	31-Jan-20	11-Feb-20	28-Feb-20	9-Mar-20	10-Mar-20	16-Mar-20
28-Feb-20	6-Mar-20	17-Mar-20	3-Apr-20	13-Apr-20	14-Apr-20	20-Apr-20
27-Mar-20	3-Apr-20	14-Apr-20	1-May-20	11-May-20	12-May-20	18-May-20
24-Apr-20	1-May-20	12-May-20	29-May-20	8-Jun-20	10-Jun-19	15-Jun-20
29-May-20	5-Jun-20	16-Jun-20	7-Mar-20	13-Jul-20	15-Jul-20	20-Jul-20
26-Jun-20	3-Jul-20	14-7-20	31-Jul-20	10-Aug-20	11-Aug-20	17-Aug-20
31-Jul-20	7-Aug-20	18-Aug-20	4-Sep-20	14-Sep-20	15-Sep-20	21-Sep-20
28-Aug-20	4-Sep-20	15-Sep-20	2-Oct-20	13-Oct-20	14-Oct-20	19-Oct-20
25-Sep-20	2-Oct-20	13-Oct-20	30-Oct-20	9-Nov-20	10-Nov-20	16-Nov-20
30-Oct-20	6-Nov-20	17-Nov-20	4-Dec-20	14-Dec-20	15-Dec-20	21-Dec-20

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 Plat and right-of-way

vacation. Application requested by _____

Grand Communities, LLC located at 950 E Washington

Street, Lebanon, Indiana.

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, Matthew Gentry
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 Grand Communities, LLC requests that a plat vacation be granted for the property located at 950 E Washington Street, Lebanon, Indiana.

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 Matthew Gentry
Lebanon Common Council

AFFIDAVIT AND CONSENT OF PROPERTY OWNER

If the owner(s) of the subject property is/are giving authorization for someone else to apply, this Affidavit must be completed and signed by the owner(s), and submitted with the Application.

I (we) John and/or Amanda Artman, being duly sworn, state as follows:
(owner of subject property)

1. I am a competent adult, over 21 years of age, and have personal knowledge of the matters stated in this affidavit.
2. I (we) am (are) the owner(s) of the property commonly known or legally described as

950 E Washington Street, Lebanon, Indiana

(property address or legal description)

3. I (we) are aware of the vacation requested by Grand Communities LLC,
(applicant's name),

relating to my property, and I (we) authorize the applicant to seek this vacation.

I affirm under the penalties of perjury that the foregoing statements are true and correct.

Signature

Date

Signature

Date