



APPLICATION FOR VACATION OF PUBLIC RIGHT OF WAY

Department of Building, Planning, & Development

210 S Cedar St PO Box 506 Auburn IN 46706 | 260.925.6449 | 260.920.3342 fax | bpd@ci.auburn.in.us

APPLICANT INFORMATION

Applicant	
Address	
Phone / Email	
Property Owner	
Address	
Phone / Email	

PROJECT INFORMATION

Boundary of Area to be Vacated (include subdivision)	
Description of Vacation Request (type, reason, utilities, dimensions, streets/alleys, etc.)	

UTILITY LOCATION INFORMATION

Electric/Fiber	
Natural Gas	
Sanitary Sewer	
Water	

CERTIFICATION

By signing below, I certify that I am the owner or authorized by the owner of the property to file this application; the information provided in this application is true and accurate to the best of my knowledge; and I understand the application will be reviewed by government and utility agencies.

Applicant Signature Applicant Printed Name Date

Applicant Signature Applicant Printed Name Date

OFFICE USE ONLY

Received Date:		LOGOS#: CC-VACATE PUB RW	
Received By:		LOGOS Address:	
Cash/Check/Charge		Receipt Number:	
Application Fee			



Instructions to Request Vacation of a Right-of-Way

1. EASEMENT ENCROACHMENT SUBMITTAL REQUIREMENTS:

- Completed Vacation Application
- Copy of the recorded deed for the applicant's property
- Owner's affidavit, if the application is not signed by the property owner
- Site plan showing existing conditions and identifying the right-of-way to be vacated
- Survey with appropriate legal description of area to be vacated (if required)
- \$100 Application Fee

2. **PLAN REVIEW & ROUTING:** The completed application packet will be routed to all appropriate City/County Departments and utility companies for review. The Department of Building, Planning, and Development will communicate any concerns or comments from the other Departments/utility companies. If there are issues with the proposed vacation, the applicant will be notified during this stage. The Plan Review and Routing Process takes about two weeks and review of revised plans takes an additional week for each set of revisions.

3. **PUBLIC HEARING NOTIFICATION:** Once City Departments are satisfied, the Department of Building, Planning, and Development in collaboration with the Auburn Clerk-Treasurer will prepare and have published a Legal Notice of Public Hearing. The Legal Notice must be published 10 days prior to the Public Hearing. The Department of Building, Planning, and Development will prepare Legal Notice of the Public Hearing for any adjacent property owner that is not an applicant for the right-of-way vacation. These Legal Notices shall be mailed, by Certified Mail-Return Receipt Requested, by the applicant.

4. **PUBLIC HEARING / MEETINGS:** The Department of Building, Planning, and Development will prepare and present an Ordinance to Vacate the Right-of-Way to the City of Auburn Common Council. Attendance by the applicant is recommended in case there are any questions from the City Council. The Ordinance will need to be approved on two readings at two different City Council Meetings.

5. **APPROVAL:** Upon approval, the Ordinance Vacating the Right-of-Way will be recorded in the Office of the DeKalb County Recorder. The Department of Building, Planning, and Development will provide a copy of the recorded Ordinance to Vacate to the applicant.