

Petition for Change of Name, Vacating, or Narrowing Streets

(Due at least 15 days prior to scheduled Planning Commission meeting)

FOR CITY USE ONLY

Date Received		By				
Date approved/denied by Planning Commission		Publication Needed?	Yes		No	
Date approved/denied by City Council		Publication				
Application ID		Publication				
Comments						

Instructions for Petition City of Wilmington, Ohio

APPLICATION PROCEDURE

Ohio RC §723.06 Notice not required.

Notice of the intention of the legislative authority of a municipal corporation to vacate any street, alley, avenue, or a part thereof shall be given as provided in Section 723.07 of the Revised Code, except when written consent to vacation is filed with the legislative authority by the owners of the property abutting the part of the street or alley proposed to be vacated, in which case such notice shall not be required.

Ohio RC §723.07 Notice of application to be published

No street or alley shall be vacated or narrowed unless notice of the pendency and prayer of the petition under section 723.04 of the Revised Code is given by publishing, in a newspaper of general circulation in such municipal corporation, for six consecutive weeks preceding action on such petition, or as provided in section 7.16 of the Revised Code preceding action on the petition. Where no newspaper is of general circulation in the municipal corporation, notice shall be given by posting the notice in three public places therein six weeks preceding such action. Action thereon shall take place within three months after the completion of the notice.

1. The petition must be signed by ALL abutting property owners and submitted to Planning Commission for consideration. The requested street, avenue or alley shall be marked or highlighted on an attached plat.
2. If a husband and wife jointly own a property, BOTH properties must sign the petition. If ALL abutting property owners do not sign the petition, it is a much lengthier process.
3. Any public utility located in said street, avenue or alley shall be deemed to have a permanent easement.
4. The Planning Commission will consider the application for approval, disapproval or recommended modifications. The Planning Commission may hold a public hearing on any proposed petition at their next monthly meeting after publication, if applicable.
5. After receipt of the Planning Commission's recommendation, the petition is forwarded to City Council, and Council shall hold a public hearing before adoption of the proposed petition.
6. Please keep in mind that this may be a **lengthy process**. The Planning Commission has 30-60 days; City Council has a minimum of 30 days, depending on how soon the matter is reported out of Committee; and after approval by Council, there is a thirty (30) day waiting period.

Petition may be submitted to and questions answered by the Director of Public Service, 69 N. South Street, Wilmington, OH 45177. Phone: 937-382-6509

APPLICATION

Request for: Street/Alley Vacation Street Name Change

Applicant Name:	
Address:	
City, State, Zip:	
Home Phone	
Email	
Property Owner's Name <i>(If different from applicant)</i>	
Address	
City, State, Zip	
Home Phone	
Email:	

For Street/Alley Vacation

Name of Street/Alley to be Vacated	
If requesting alley vacation, please describe location of alley:	
1. Attach a map showing the location of street or alley to be vacated.	
2. Attach a legal description of the street or alley (or portion thereof) to be vacated	
3. Attach adjacent property owner information (Page 3).	

For Street Name Change

Current name of street	
Proposed name of street	
Reason for name change	

Return Completed Application to:

City of Wilmington

Planning & Zoning

69 N. South Street

Wilmington, Ohio 45177

937-382-6509

publicservice@wilmingtonoh.org

NOTE: Application must be complete and all required attachments submitted before it will be processed.

ADJACENT PROPERTY OWNER INFORMATION

Signatures of all owners of the properties adjacent to proposed street/alley to be vacated or renamed: *(attach additional sheets if needed)*

Name		Name	
Address		Address	
Phone #		Phone #	
Signature		Signature	
Name		Name	
Address		Address	
Phone #		Phone #	
Signature		Signature	
Name		Name	
Address		Address	
Phone #		Phone #	
Signature		Signature	
Name		Name	
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Name		Name	
Address		Address	
Phone #		Phone #	
Signature		Signature	