

DEARBORN COUNTY PLAN COMMISSION

County Administration Building, Suite 300, 215B West High St., Lawrenceburg, IN 47025
Phone (812) 537-8821 Fax (812) 532-2029 Website: planning.dearborncounty.org

Vacation Instructions

◆ VACATION APPLICATION

All individuals requesting a Vacation must complete an application form, which will be used to determine the location of the request, type of request and person(s) who are making the request. It is important that the application is completed accurately, and in its entirety. The applicant is responsible for all the information that is given.

◆ VACATION PROCEDURE

As identified in IC 36-7-3-12, any person who owns or is interested in a parcel of real estate located totally or partially within the unincorporated areas of Dearborn County, Indiana and who wants to vacate all or part of a public way (street, road, alley, etc.) or public place in or contiguous to his or her real estate, may file a written petition with the Commission requesting the vacation.

The application must:

1. State the circumstances of the case;
2. Specifically describe the property proposed to be vacated;
3. Give the names and addresses of all owners of land that abuts the property proposed to be vacated;
4. Contain a map or line drawing showing the public way to be vacated and its relationship to abutting parcels prepared by a registered Indiana Land Surveyor. This map shall also indicate the names of the adjoining property owners located along public way.

◆ VACATION PLAT REQUIREMENTS

All Vacation Plats must meet the following surveying standards, in addition to any other requirements that are defined by the Dearborn County Zoning Ordinance & Subdivision Regulations:

1. Date, north arrow, and standard engineering scale not less than one inch equals two hundred feet (1"= 200'), unless approved by the Planning Department Staff. Plats shall be at a size of 18" x 24" on mylar drawn in ink;
2. Name, address, telephone number and seal of the Indiana Registered Land Surveyor responsible for the survey Plat and the Land Surveyor's Certificate (Article 7, Certificate A);
3. Boundary of the parcel and Subdivision of that parcel, including bearings and distances of each tangent course, and all necessary data for curve courses. The traverse that the boundary is depended on shall meet the Indiana minimum standards, and if requested by the Planning Department, closure documentation shall be submitted in addition to the plat;
4. Area in acres of the parent parcel and each Subdivision of the parcel. If a parcel falls in two different townships, sections, or quarter sections, separate acreage's shall be listed;
5. Location and names of public or private right-of-ways that adjoin the boundary, and whether the road is maintained or abandoned;
6. Encroachments discovered in the course of the survey;
7. Names of adjacent property owners, deed record and page #, and recorded Subdivisions with section or phase number;
8. Vicinity Map with an accurate scale, at a township level;

9. Statement by the applicant as to whether any of the proposed vacated area will be used, or is being used, for building or non-building purposes, and **label this with bold letters on the affected parcel**;
10. Description of all monumentation, including notation as whether found or set, and the type of monument used;
11. Current zoning of the subject property;
12. The number of the Parent Parcel Tax # that the new lot is being divided from;
13. Existing structures and distances to the newly established property lines;
14. Bearing and distance to a reference tie which may be the intersection of two dedicated right-of-ways, recorded Subdivision corner, primary control network monument (i.e. state plane coordinates), or a corner to the parent tract that the parcel is a division from;
15. Show the location and dimensions of a cemetery if it exists on the site;
16. Label and show the boundaries and elevation of the designated flood zone , if they exist on the site;
17. Show utility easements and road frontage;
18. Variances and/or covenants if applicable;
19. Reference to source of title;
20. Reference to Section, Township, Range and Political Township;
21. Certificate for Board of Commissioners approval, Certificate of the Dearborn County Recorder and Auditor (Article 7, Certificate E & H);
22. A Surveyor's Report and Legal Description of the property;

All information that is submitted on the application shall be assumed to be complete and accurate. The applicant shall assume responsibility for errors, omissions, and/or inaccuracies resulting in an improper or incomplete application. If you have any questions, please direct them to the Dearborn County Planning & Zoning Office.

All requirements must be met before the plat can be reviewed, which includes a survey that illustrates the described conditions, the specified number of copies, a completed application and the appropriate fee paid in full. Any questions regarding this application and its associated process should be directed to the Dearborn County Planning & Zoning Office at (812) 537-8821



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PLAN COMMISSION APPLICATION

Note: Primary Plats are submitted to the Plan Commission via a Land Division Application

Applicant / Contractor Information

Name:		Phone No:	
Address:			
<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

Owner Information *(if different from above)*

Name:		Phone No:	
Address:			
<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

Site Information

Location:	Section:	Township (#): ()	Range:	Acreage:
Property Map #	Zoning:	Subdivision:	Lot:	

PLEASE NOTE: The Department of Planning & Zoning will need 17 copies of all site plan drawings, application forms, and other supporting information—as well as a list of all adjoining property owners.

PLAT VACATION Detail(s): _____

Date Received:	Fee (\$150 + Hard Costs):	Receipt #
All Vacation Plats must conform to IC 36-7-3 and Art. 2, Sec. 280 of the Dearborn County Subdivision Control Ordinance.		

ZONE MAP AMENDMENT* Proposed Use(s): _____
(*Includes PUD Requests)

Date Received:	Fee (\$500 + \$10/acre + Hard Costs):	Receipt #
Have you had a pre-application meeting with the P.C. staff?	Y N	Legal Description Provided? Y N
Proposed Number of Lots:	_____ lots	Existing Buildings to Remain? Y N
Proposed Density for Non-Residential Uses:	_____ units / acre	Variance(s) Required? Y N
Proposed Density for Residential Uses:	_____ sq. ft. / acre	Conditional Use Required? Y N

All rezone requests must conform to Article 5 of the Dearborn County Zoning Ordinance. PUD applications must also meet the criteria and standards set forth in Article 16 of the Dearborn County Zoning Ordinance.

*Utilities / Services:	Sewage:	Water:	Electric:	Gas:	Fire / EMS:	Schools:
	D.C. Transportation & Engineering / INDOT:			Dearborn County Health Department Report:		

*The Department of Planning & Zoning will determine whether letters from these entities will be required at the time of submittal.

As Applicant, I understand that this application and site plan are being submitted in accordance with the Dearborn County Zoning Ordinance, and that I am responsible for the accuracy and completeness of this application and site plan. I understand that incomplete or inaccurate information may result in the delay or denial of this request. Furthermore, I understand that I may not, at any time or under any circumstance(s), have more than one (1) Zone Map Amendment application pending that involves any portion of the same property described herein.

X

Applicant's Signature *Date*

X

Planning Official's Signature *Date*

