

Application Information for a Vacation of Right-of-Way

What you need to apply

- Application fee.
- 1 copy of the attached application.
- Site plan.
- Vacation area legal description.

When you have to apply by

- Monday, _____, by **3:00 p.m.**

Meetings you have to attend

- Technical Review Committee on Friday, _____ .
- Plan Commission on Thursday, _____ .
- Board of County Commissioners on the 1st Monday of the next month, _____ ,
or (if town) Town Board or Council on _____ .

Application for a Vacation of Right-of-Way

Jurisdiction: Unincorporated Bristol Middlebury Millersburg Wakarusa

Location: _____ ,
relationship to requester's property
_____ ft. N S E W of _____ ,
_____ ft. N S E W of _____

Original use: Street Alley Other: _____

Surface: Pavement Gravel Grass Dirt
 Other: _____

Reason for vacating: _____

Requester

Name: _____

Address: _____

Phone: _____ Email: _____

Other party 1 Other requester Surveyor, engineer, or agent Developer

Name: _____ State license no.: _____

Address: _____

Phone: _____ Email: _____

Other party 2 Other requester Surveyor, engineer, or agent Developer

Name: _____ State license no.: _____

Address: _____

Phone: _____ Email: _____

Signature of requester or agent: _____

Notes: _____

Site Plan Information
Minimum Requirements

No aerial photos.
No paper larger than 11 × 17.
Use labels as shown in the sample.
If you draw to scale, show it.

Show the following:

- North arrow.
- Boundaries of the vacation area (with dimensions and acreage).
- Boundaries of the requester's property (with requester's name and mailing address, building outlines, and other notes like subdivision name and lot number).
- Notes for other properties that touch the vacation area (owner's name and mailing address and other notes like subdivision name and lot number).
- Streets that touch the requester's property.

Sample site plan



