

# VACATION CHECKLIST

## Requirements for filing a petition

- 1. One (1) completed **checklist** (this form).
- 2. One (1) completed **petition**, typewritten, signed by the owner of the subject property or an authorized agent, notarized, and filed at least 40 days prior to a scheduled public hearing.
- 3. List of names, addresses and consent of all property owners abutting the site to be vacated.
- 4. One (1) copy of **Zoning Base Map**, scale of 1 = 1000, **with the boundaries of the site indicated**. Base maps are available in Room 1821 for a nominal charge. Zoning Base Maps may be downloaded from the city website at: [www.indy.gov/dmdplan](http://www.indy.gov/dmdplan) and then go to 'Maps' then click on 'Base Maps'.
- 5. Three (3) copies of the **legal description or survey of the area to be vacated** or other drawing suitable for recording. For street vacations, and alley R/W vacations, subterranean and air vacations, surveys must be completed by a Land Surveyor.
- 6. Three (3) copies of the proposed **Declaratory Resolution** with the legal description of the area to be vacated either, attached and referenced, or typed on the declaratory resolution form.
- 7. If street, alley, air, or subterranean rights are being vacated, select one (1) **Appraiser** from the attached list and note on the petition form.
- 8. One (1) completed copy of the appropriate **Findings of Fact** for each item being vacated. Staff will not be able to assist you in completing this form. For assistance in completing this form, consult the informational flyer titled "Preparing Your Findings of Fact".
- 9. **Non-refundable filing fee**. Checks are to be made payable to "City of Indianapolis".
- 10. **Refundable deposit** for the On-Site Notice. An On-Site Notice must be posted in a conspicuous location along each street frontage of the affected property. A deposit of \$75 per sign must be provided and may be rendered either at the time of filing or at the time of receipt of the Notice. Checks are to be made payable to "City of Indianapolis".
- 11. **Contact person** identified. The Contact Person will be notified when Legal Notice is prepared; contacted to provide additional information; and will receive the written Staff Report:

Name (print): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**All forms must be typewritten and all documents must be legible !**