



ALLEY OR STREET VACATION PROCEDURE

APPLICATION PROCESS:

- 1.) Circulate petition to all property owners abutting the parcel to be vacated. Petition must contain the signatures of at least fifty (50%) percent of the abutting owners who are in favor of the proposed vacation.
- 2.) Submit a check in the amount of \$550.00 payable to the Village of Oak Lawn to cover the costs of the petition fee, certified mailings, title search, and recording fees. Where total charges amount to less than \$550.00, a refund of the unused balance will be issued, and where total charges exceed \$550.00, the additional amount shall be paid prior to final action by the Board of Trustees.
- 3.) Submit a sketch showing each of the lots abutting the subject alley, along with the corresponding real estate tax index numbers.

HEARING PROCESS:

- 1.) The Department of Engineering, Planning and Development will assign a date for a hearing before the Zoning & Planning Commission within 45 days of receipt of the petition.
- 2.) Not less than 15 days prior to the hearing, the Department of Engineering, Planning and Development shall post a notice at the Village Hall and send notices by certified mail, return receipt requested, to all property owners abutting the street or alley to be vacated.
- 3.) For the hearing it is suggested that a spokesperson for the property owners who signed the petition be selected to answer questions from the Commissioners.
- 4.) A favorable recommendation from the Zoning & Planning Commission will be forwarded to the Village Board of Trustees for final approval. It is suggested that a spokesperson attend this meeting also.
- 5.) The Village Board of Trustees may require an appraisal of the street or alley to be vacated. If such is the case, the Board of Trustees shall select a firm and obtain an MAI appraisal – the cost of said appraisal shall be borne by the applicant.
- 6.) Upon approval by the Village Board of Trustees, the applicant shall submit a Plat of Vacation and 10 copies, along with the required compensation, if any, prior to final action on the ordinance to vacate.



THE VILLAGE OF
OAK LAWN

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STREET OR ALLEY VACATION

We, the undersigned property owners abutting the *(street or alley)* described as follows, hereby respectfully request that the Village of Oak Lawn consider vacating this *(street or alley)*.

Said *(street or alley)* is described as follows: *(Provide a detailed description from which a sketch can be prepared)*.

The following is a true representation of the signatures of a least 50% or more of the property owners abutting this parcel who are in favor of the proposed *(street or alley)* vacation:

<u>PROPERTY OWNER</u>	<u>ADDRESS</u>	<u>REAL ESTATE INDEX NUMBER</u>
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Petition Circulated By:
 Name _____
 Address _____
 City, State, Zip _____
 Telephone # _____