

# Town of Cedar Lake

## Public Way Vacation Application Procedures

Public Way Vacation petitions shall be filed in accordance with Indiana Code 36-7-3-12, namely:

**“36-7-3-12 Vacation of public way or place; petition; notice; hearing; adoption or ordinance; appeals**

Sec. 12. (a) Persons who:

- (1) own or are interested in any lots or parts of lots; and
- (2) want to vacate all or part of a public way or public place in or contiguous to those lots or parts of lots;

may file a petition for vacation with the legislative body of:

(A) a municipality, ...”

The Department of Building, Planning & Zoning will assist petitioner with publication and notification requirements for public hearing. For any government owned land use applications or petitions for vacation of public ways or easements, a sign shall be posted on the real property which is the subject of the Public Hearing (10) days, or more, before the date fixed for the Public Hearing. The sign shall be minimally two feet by two feet (2'x2'), and placed in a location visible from a public road. Further, the sign shall minimally state “Public Hearing Notice”, with the date and time of the Public Hearing, and the body conducting the Public Hearing identified thereon. Further, the name and contact information of the party or entity seeking an approval shall be displayed on such sign. This sign notice requirement is in addition to the Public Hearing Notice requirements otherwise required by Town ordinances and applicable state law, as amended from time to time.

Only complete applications, along with a \$200.00 filing fee, will be accepted. The petitioner is responsible for all costs associated with the requirements of the public hearing and all legal fees associated with the preparation and execution of any required ordinance.

By signing below you acknowledge that you will be responsible for any additional costs associated with this Variance Application and procedure, i.e. certified mailings and publication(s). If you have any questions concerning this application or filing thereof, please don't hesitate to contact:

Town of Cedar Lake  
Department of Building, Planning & Zoning  
7408 Constitution Avenue  
P. O. Box 707  
Cedar Lake, IN 46303  
219-374-7400 Phone  
219-374-8588 Fax

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Owner

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Petitioner

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Petitioner

# Town of Cedar Lake

## Public Way Vacation Application

1. List the street name and block or general vicinity of the public way vacation request.

2. List all property tax key numbers relating to address or general vicinity of public way listed in item 1. Also, attach to this application a plat of survey and a full legal description of public way involved in this request. The legal description shall be prepared by a certified engineer or land surveyor.

3. Indicate the reason(s) for your request to vacate the public way described in item 2.

Property Owner(s) Information	Petitioner(s) Information (If different than owner.)
Name(s)	Name(s)
Mailing Address	Mailing Address
City, State, Zip	City, State, Zip
Phone	Phone
Alternate Phone	Alternate Phone
Fax	Fax

I (We) the undersigned now state that the information contained in this application and all attached exhibits are true and correct to the best of my (our) knowledge and belief and that I (we) have read all the information contained above and that I (we) am/are submitting such facts and figures to the Cedar Lake Town Council for the purpose of this request for the above referenced real estate.

**Signature of Owner(s):**

\_\_\_\_\_

STATE OF INDIANA     )  
                                      ) SS:  
COUNTY OF LAKE     )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires \_\_\_\_\_

**Signature of Petitioner(s):**

\_\_\_\_\_

STATE OF INDIANA     )  
                                      ) SS:  
COUNTY OF LAKE     )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires \_\_\_\_\_

**Filing Information**

Date	
Fee	\$200.00
Check #	
Receipt #	
By	

**Zoning Information**

Property	
North	
East	
South	
West	

Comments and Notes: \_\_\_\_\_

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