

**City of Mount Vernon**  
**Procedure for Street or Alley Vacation**

1. Submit a petition requesting to vacate a portion of public right of way, signed by all adjoining property owners (husband and wife need to sign separately including their address). The completed petition packet should be submitted via the online permit portal using the General Property Development application located at the bottom of the portal, accessible via the City website: [www.mtvernonoh.gov](http://www.mtvernonoh.gov) by selecting Permit Center or to the City's Engineering Office with the following information, per ORC §711.39:
  - a. A **survey** outlining the area to be vacated (include the dimensions of the vacation).
  - b. Description of the property to be vacated on the petition. Provide as much information as possible.
  - c. Known utility installations and/or easements. (The City Engineering Office can assist with locating City Utilities. Existing Utilities will likely exempt the vacate request from approval.)
  - d. A list of all adjoining property owners to the area the vacation is being requested for, including the properties across the streets and alleys.
  - e. \$50.00 filing fee, any costs incurred over this amount are billed to the to the petitioner.
2. The complete petition packet will be scheduled for presentation at a Public Hearing to the Municipal Planning Commission (MPC) for their review and recommendation to City Council. The applicant or their agent will need to attend the Public Hearings to present the request and answer questions.
3. The MPC recommendation will be read at the next regular Council meeting where it is referred to the Chair of the Street Committee.
4. If all of the property owners directly adjoining the vacation have signed the petition, legislation can be prepared for the next Council meeting for action.

If all of the abutting property owners have not signed the petition, then public notice must be advertised in a newspaper of general circulation on six (6) consecutive occasions (published for six weeks). Once the six publications are complete the request is placed in legislative form, either an ordinance to accept the vacation or a resolution to reject the vacation.
5. Once the legislation is prepared for Council, it may receive up to three (3) separate readings. If the legislation accepts the vacation, then the City will record the

appropriate documentation with the Knox County Recorder. If the vacation is rejected, then no further action is taken.

- 6. The process will take a minimum of 4 months, more if not all adjoining property owners sign the petition.
- 7. An example form of a petition follows:

Date **PETITION**

We petition the Council of the City of Mount Vernon to:

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Print Name	Signature	Address	Phone
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