

NOTE: Be sure to read the instructions in the appropriate section before proceeding. Landlocking of property will not be permitted.

REQUIREMENTS FOR VACATING PUBLIC ROADS

1. Upon request, a petition with a proper description of the public right-of-way to be vacated will be provided by the County Engineer to the petitioner (the person requesting the petition). The petitioner must then obtain at least twelve signatures from freeholders of the county residing in the vicinity of the proposed road(s) as per Ohio Revised Code, Section 5553.04 (husband & wife owning same property count as only one signature). Although not required, the petitioner may also wish to obtain signatures from the township trustees.
2. After gathering the necessary signatures, **DO NOT return the paperwork to the County Engineer**. The petitioner must present the paperwork to the **JACKSON COUNTY COMMISSIONERS** clerk at the Courthouse Annex at 275 Portsmouth Street, Jackson. At that point a date and time will be set for a viewing and public hearing for the road.
3. Once the Commissioners clerk has given the petitioner the necessary information, the petitioner will be required to take the Notice of Viewing and Hearing to the most widely circulated newspaper in the county and pay for running the advertisement for two weeks (once per week).
4. Once the viewing and hearing take place, and only upon final approval and acceptance by the Jackson County Commissioners, the public right-of-way will no longer exist.

REQUIREMENTS FOR VACATING PUBLIC STREETS & ALLEYS

1. Same as number 1 above
2. Same as number 2 above. Again, **DO NOT** return the paperwork to the County Engineer.
3. Same as Number 3 above
4. After the viewing and hearing take place, and if the County Commissioners vote to accept the petition, it **will be contingent** upon the following action by the petitioner: The hiring of a professional land surveyor to determine how the vacated street or alley will be split between adjoining property owners and how much additional acreage they will be taxed for.
5. **The cost of the survey and plat and the recording of the deed(s) shall be borne by the petitioner(s).**
Note: In order to comply with section 711.39 O.R.C., all street and alley plats for vacation must meet state minimum standards for boundary surveys and all Jackson County requirements for new metes and bounds descriptions.
6. Only upon completing the above steps and presenting copies of the legal documents mentioned in step 4 to the **Jackson County Commissioner's Clerk**, will final approval be given and the street/alley will then become private property.