

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 should discuss the situation with their township trustees and obtain their signatures as well.
 2. After gathering the necessary signatures, return the paperwork to the County Engineer. After the freeholders names are verified, a date and time will be set for a viewing and public hearing for the road.
 3. 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.
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REQUIREMENTS FOR VACATING PUBLIC STREETS & ALLEYS

1. Same as number 1 above
2. Same as number 2 above.
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 steps 4 & 5 and presenting copies of the legal documents mentioned in steps 4 & 5 to the **Jackson County Engineer**, will final approval be given and the street/alley will then become private property.