

VACATING OF A MINOR SUBDIVISION:

**A GUIDE FOR THE SUBDIVISION
DEVELOPMENT PROCESS**

Prepared by:

**JOHNSON COUNTY
DEPARTMENT OF PLANNING AND ZONING**

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VACATION OF A MINOR SUBDIVISION PROCESS DETAILS:

Steps to be taken by petitioner:

1. Completed application for vacating of a Minor Subdivision
2. A copy of the recorded deed for each property within the subdivision proposed to be vacated (with Recorders' Stamp) – available from the Johnson County Recorder's office.
3. Filing fee
4. One (1) signed and sealed survey showing the existing subdivision.
5. A notarized letter of consent if petitioner does not own one or more properties within the subdivision (request form from Planning and Zoning staff).
6. Applicable to partial vacations:
 - a. Four (4) signed and sealed surveys showing the proposed re-plat. The survey shall include lines for notarized signatures of the surveyor, all property owners, Plan Commission Chairman, Plan Commission Secretary, and Director of Planning & Zoning

Plan Commission Review & Approval of Proposed Plat

The Johnson County Plan Commission will review the proposed plat. The Johnson County Plan Commission is a nine member board which approves platting requests for subdivisions. The Board is made up of five citizen members, three elected officials and the County Extension Agent. The Plan Commission will make a decision based on whether vacating of the subdivision meets the requirements of the Johnson County Zoning and Subdivision Control Ordinances. ***The petitioner or representative must be present at the public hearing.*** The Johnson County Board of Commissioners will grant final approval or denial.

Note: This document is an informational packet and shall be used only as a guide. Complete details of subdivision development are outlined in the Johnson County Subdivision Control Ordinance.

APPLICATION FOR VACATION OF A MINOR SUBDIVISION

CASE #: _____
DATE RECEIVED: _____
RECEIPT NO: _____ BY: _____
TECH REVIEW DATE: _____

NAME OF SUBDIVIDER: _____

STREET ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE AND FAX: _____

I do hereby apply for sketch plan review of the following described subdivision in accordance with the provisions of the Comprehensive Plan. I am the owner(s) or the agent of the owner (s) of the real estate included in said subdivision.

NAME OF SUBDIVISION: _____

CIVIL TOWNSHIP: _____

SECTION: _____ TOWNSHIP: _____ RANGE: _____ AREA (ACRES): _____ # OF LOTS: _____

Will there be public improvements other than sidewalks?

I hereby affirm, under the penalties of perjury, that the foregoing representations are true and correct.

SIGNATURE OF SUBDIVIDER(S)

SIGN HERE

PRINT NAME HERE

SUBSCRIBED AND SWORN TO BEFORE ME, A NOTARY PUBLIC, ON THIS _____ DAY
OF _____, 20_____.

Notary Public, _____
Resident of _____ County, Indiana

My commission expires: _____
