



CITY OF CLERMONT
**STREET RIGHT-OF-WAY/EASEMENT CLOSING
 APPLICATION**

DATE	FEE: \$1,000.00 + cost of advertisement		
Petitioner's Name			
Address	City	State	Zip
Telephone	Fax		
Email			
ROW INFORMATION			
Legal Description & Alternate Key(Attach survey if available):			
If named – name of street to be closed:			
Plot plan & legal description of Street ROW/Easement portion to be closed (Applicant shall attach this in a word document for legal advertising)			
Purpose or reason for closing:			
Attach a map and list of: Names and addresses of all property owners abutting the portion of the street requested to be closes and abandoned. _____ Yes _____ No			
<p>This petition is in accordance with the Clermont Land Development Code, Chapter 54, Division 2. Closing. Any person requesting a Street right-of-way or Easement Closing shall file a complete application submitted to the Development Services Director in the Development Services Department, at least 30 days prior to the final hearing date of the City Council. A Street right-of-way or Easement Closing requires two readings of an ordinance by the City Council. The City Council meetings are held on the second and fourth Tuesdays of every month.</p> <p>All applications must be complete, including applicable site plans and or pertinent descriptive materials in order to be processed. A plot plan (schematic drawing of the property involved) showing the location of that portion of the street requested to be closed and permanently abandoned, and including a survey of the property and street involved if deemed necessary by the City Council or the City Attorney.</p>			
Petitioner Name (print)		Petitioner Name (<i>signature</i>)	



DIVISION 2. CLOSING

Sec. 54-46. Purpose of division.

The purpose of this division is to establish an orderly procedure for closing and permanently abandoning municipal streets within the City. (Code 1962, § 19-1; Ord. No. 96-C, § 1, 8-28-73)

Sec. 54-47. Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Street means any public street, avenue, road, alley, highway, lane, path or other public way located in the city as shown on any of the various maps and plats of the city, recorded in the county public records. (Code 1962, § 19-1; Ord. No. 96-C, § 1, 8-28-73)

Cross references: Definitions generally, § 1-2.

Sec. 54-48. Procedure.

- (a) *Filing of petition; information required.* Whenever anyone who is the owner of or has any legal interest in property abutting a street within the city shall desire that the street be closed and permanently abandoned, he shall file a petition at the office of the city clerk setting forth the following information:
- (1) The petitioner's full name and mailing address.
 - (2) The legal description of the property involved.
 - (3) A plot plan (schematic drawing of the property involved) showing the location of that portion of the street requested to be closed and permanently abandoned, and including a survey of the property and street involved if deemed necessary by the city council or the city attorney.
 - (4) The purpose of which the street is requested to be closed.
 - (5) The names and mailing addresses of all property owners abutting the portion of the street requested to be closed and abandoned.
- (b) *Filing fee; notice; hearing; notification of property owners.* When a petition containing the information described in subsection (a) of this section is filed with the city clerk, along with the filing fee established by resolution of the council and on file in the city clerk's office, the clerk shall forthwith cause notice of the petition to be published as a legal notice in a newspaper, no less than ten days prior to the date set for a hearing on the position, and shall enter the matter on the agenda of the next regular meeting of the city council if the meeting is ten or more days forthcoming. Otherwise, the matter shall be advertised and set for hearing at the following regular meeting wherein ten days' notice could be given; furthermore, all property owners abutting that portion of the affected street shall be individually notified by an official letter from the city, stating the conditions of the request.



(c) *Council Action.* At the regularly scheduled city council meeting wherein the requested street closing appears on the agenda, the city council will act upon the requested street. Upon motion and second of the city council, an ordinance may be introduced and passed, as provided by law, closing and permanently abandoning all or any portion of the street requested to be closed by the petition. Such ordinance shall be introduced and passed according to law.

(Code 1962, § 19-2; Ord. No. 96-C, § 2, 8-28-73)

Charter references: Construction of streets, sidewalks and other local improvements, § 5.

Sec. 54-49. Retention of utility easement.

Whenever it shall appear to the city council that the city does not have a utility easement along the street requested to be closed, the city shall retain a utility easement on any street closed and permanently abandoned pursuant to the provisions of this division.

(Code 1962, § 19-3; Ord. No. 96-C, § 3, 8-28-73)

Sec. 54-50. Recording of ordinances closing and abandoning streets.

Any municipal ordinance duly passed as provided by law, which closes and permanently abandons any street within the city, shall be recorded by the city clerk in the public records of the county.

(Code 1962, § 19-4; Ord. No. 96-C, § 4, 8-28-73)