

STREET, ALLEY AND EASEMENT VACATION PROCEEDINGS:

1. THE COMMON STREET ADDRESS OR OTHER COMMON DESCRIPTION OF THE PROPERTY MUST PRECEDE THE LEGAL DESCRIPTION AND MUST BE CONTAINED IN THE TITLE OF THE PROPOSED ORDINANCE.
 2. A PETITION MUST BE SENT TO ALL ADJOINING PROPERTY OWNERS BY CERTIFIED MAIL (CERTIFIED RECEIPTS TO BE RETURNED TO CITY CLERK TO BE INCLUDED IN FILE). PROVIDE THE CLERK'S OFFICE WITH A LIST OF THOSE PROPERTY OWNERS NOTIFIED.
 3. CONTACT ALL UTILITY COMPANIES, INDIANA MICHIGAN POWER CO., INDIANA AMERICAN WATER COMPANY, INDIANA GAS CO., AMERITECH, CENTURY COMMUNICATIONS, MUNCIE SANITARY DISTRICT ENGINEERING DEPARTMENT AND CITY ENGINEERING DEPARTMENT. A WRITTEN STATEMENT MUST BE ON FILE FROM EACH STATING WHETHER THEY OBJECT TO OR HAVE ANY FUTURE NEED OF THE EASEMENT, ALLEY OR STREET.
 4. PRIOR TO FILING THE PROPOSED ORDINANCE WITH THE CLERK, OBTAIN THE SIGNATURE OF A REPRESENTING COUNCIL MEMBER AND THE SIGNATURE OF ONE OF THE CITY ATTORNEY'S APPROVING THE FORM OF THE ORDINANCE. (A LIST OF COUNCIL MEMBERS, FILING DEADLINES AND MEETINGS ARE AVAILABLE UPON REQUEST).
- (CERTIFIED MAIL RECEIPTS AND THE PUBLISHERS AFFIDAVIT WHEN RECEIVED, ARE TO BE INCLUDED IN THE FILE ALSO).
5. THE PETITIONER IS RESPONSIBLE FOR ADVERTISING THE PUBLIC HEARING. THE LEGAL AD MUST APPEAR IN THE MUNCIE STAR PRESS (1) ONE TIME AT LEAST (10) DAYS PRIOR TO THE SCHEDULED HEARING. (RETURN THE PUBLISHERS AFFIDAVIT TO THE CITY CLERK'S OFFICE FOR PROOF OF ADVERTISEMENT).
 6. THE CITY COUNCIL WILL HOLD A PUBLIC HEARING AND INTRODUCE THE ORDINANCE AT THE FIRST MEETING. THE ORDINANCE WILL THEN APPEAR ON THE AGENDA FOR FINAL ACTION THE FOLLOWING MONTH. IF THE ORDINANCE IS ADOPTED BY THE COUNCIL IT THEN IS FILED WITH THE COUNTY AUDITOR AND THE COUNTY RECORDER BY THE PETITIONER AT THE PETITIONERS EXPENSE.