

ROAD VACATION PROCEDURE (June 2019)

Property Owner/ Developer

1. Contact the County Engineers Office stating desire to vacate all of or part of a public road. They will look at the road and determine if they foresee any problems that would prevent the Commissioners from vacating the road.
2. Contact the Township Trustees stating desire to vacate all of or part of a public road. Ask if the trustees have any problems with vacating all or a portion of the road. If they have no issues with the proposed vacation, then ask the trustees to send a letter to the Engineers' Office stating that they are in favor of said vacation.
3. If no problems can be seen, then a **Petition** must be signed by 12 freeholders (**property owners**) of Muskingum County residing in the vicinity of the proposed vacation. Said petition must also state the general route and termini of the road to be vacated. (Petition form can be picked up at the Commissioners Office or Engineers Office)
4. Road Vacation Plat and Description (completed by a licensed surveyor at owner/developers expense)
 - Plat and description must show how much property will be gained by the adjoining parcels of the proposed vacated road.
 - Plat and description must go through normal property transfer procedure through courthouse. (starting at the Map Room/ Planning Commission Office, 3rd floor in the courthouse).
 - Once plat and description have been approved, take to Commissioners Office with petition.
5. The person(s) wanting the road/alley to be vacated is responsible for paying the advertising and recording cost, by law.

Township Trustees

- Township Trustees to send letter to County Engineer saying they are in favor of vacating the proposed portion of road.

County Engineer

1. Engineer sends letter to Commissioners recommending vacation
2. Writes an abbreviated description for advertisement
3. Make list of adjoining property owners with addresses and parcel numbers to send to Commissioners

County Commissioners

- Commissioners will begin legal road vacation procedures once they have the following documents (usually takes 4-5 weeks):
 1. Signed Petition (If process was started by a private citizen)
 2. Approved Vacation Plat
 3. Letter from County Engineer recommending vacation
 4. Abbreviated description for advertisement
 5. List of adjoining property owners with addresses and parcel numbers