



ALLEY OR STREET VACATION PROCEDURE

APPLICATION PROCESS:

- 1.) Circulate petition to all property owners abutting the parcel to be vacated. Petition must contain the signatures of at least fifty (50%) percent of the abutting owners who are in favor of the proposed vacation.
- 2.) Submit a check in the amount of \$550.00 payable to the Village of Oak Lawn to cover the costs of the petition fee, certified mailings, title search, and recording fees. Where total charges amount to less than \$550.00, a refund of the unused balance will be issued, and where total charges exceed \$550.00, the additional amount shall be paid prior to final action by the Board of Trustees.
- 3.) Submit a sketch showing each of the lots abutting the subject alley, along with the corresponding real estate tax index numbers.

HEARING PROCESS:

- 1.) The Department of Community Development and Growth Management will assign a date for a hearing before the Planning & Development Commission within 45 days of receipt of the petition.
- 2.) Not less than 15 days prior to the hearing, the Department of Community Development and Growth Management shall post a notice at the Village Hall and send notices by certified mail, return receipt requested, to all property owners abutting the street or alley to be vacated.
- 3.) For the hearing held before the Planning & Development Commission, it is suggested that a spokesperson for the property owners who signed the petition be selected to answer questions from the Commissioners.
- 4.) A favorable recommendation from the Planning & Development Commission will be forwarded to the Village Board of Trustees for final approval. It is suggested that a spokesperson attend this meeting also.
- 5.) The Village Board of Trustees may require an appraisal of the street or alley to be vacated. If such is the case, the Board of Trustees shall select a firm and obtain an MAI appraisal – the cost of said appraisal shall be borne by the applicant.
- 6.) Upon approval by the Village Board of Trustees, the applicant shall submit a Plat of Vacation and 10 copies, along with the required compensation, if any, prior to final action on the ordinance to vacate.

