

Steps for Vacation of a County Street or Roadway

1. Pick up vacation packet from the Auditor's Office or retrieve from the Internet at <https://www.evansvillegov.org/county/department/index.php?structureid=51> . Complete the following:
 - a. Ordinance to vacate a county street or roadway
 - b. Notice to abutting property owners. For clarification, abutting property is defined as any property which would touch at any point the owner's property included in whole or in part in the ordinance for vacation, including across streets, alleys and easements, etc. Therefore, owners across streets, alleys and easements must also be notified.
 - c. Notice of Public Hearing (The preferred method for submission is by email in Word format to [Madelyn Grayson](#).)
 - d. Petition
2. Submit letters to all utilities including Gas & Electric Company, Telephone Company, Evansville Water/Sewer Utility, Cable Companies, and County Engineer. **Return letters of authorization from each of the above must be submitted at the time of filing the petition.** Click here for a list of [Utility Contacts](#).
3. **Two** checks required. These can be either a company check or a cashier's check. One payable to the Evansville Courier & Press for advertising the Notice of Public Hearing. One payable to the Vanderburgh County Recorder to record the ordinance upon approval. The petitioner contacts the Courier to obtain the correct amount. The following seven lines must be on the bottom of the Notice:
Vanderburgh County Board of Commissioners
Jeff Hatfield, President
Ben Shoulders, Vice President
Cheryl Musgrave, Member
David Jones, County Attorney
Attest: Brian Gerth, County Auditor
(Dates of Ad to run will appear here and be completed by the Auditor's office)
4. Recording fees are as follows: \$25 for the ordinance; plus \$7 for each additional reference after the first reference. Checks must be presented at time of filing. If the vacation is denied, the checks will be returned.
5. Supply 1 original and 3 copies of the petition, ordinance, and any accompanying maps, descriptions, etc. All written information must be completed in **black** ink. Blue ink cannot be recorded.
6. File your vacation at the Auditor's Office, Room 208, Civic Center Complex. Upon filing you will be given the date that the petition will be presented to the County Commissioners for permission to advertise. You will also determine an agreeable date for the public hearing (hearing must be held within 30 days of filing).
7. After the Commissioners grant permission to advertise (you do not need to be present at this meeting), the Auditor's Office will call and confirm the hearing date.
8. Upon this confirmation call, you will need to send notification to all abutting property owners by certified, return receipt mail.
9. By the Thursday prior to the public hearing (by 11:00 a.m.) you must return: the green return receipts cards (or white certified copy if you don't get a green back) and an affidavit stating that these are all the affected properties and stating that they have all been notified of the public hearing.
10. You will need to attend the Commissioners meeting on the agreed upon date to present your ordinance. The meeting is held at 3:00 PM in Room 301. We will make sure you are on the agenda.
11. The Commissioners will hold a final reading at the next regular Commissioner's meeting following the date of the public hearing.
12. If your petition is approved, the Auditor's Office will have the ordinance recorded and your vacation proceeding is complete.

Click [here](#) to begin filling out the form or click the Vacation of County Street or Roadway link listed below on the website. To view or print these forms, you must have the Adobe Reader.