

CITY OF WELLSTON PLANNING AND ZONING COMMISSION APPLICATION

Please Check Appropriate Box(es)

- | | |
|---|---|
| <input type="checkbox"/> Preliminary Site Plan (Fee \$50 + \$10/Acre) | <input type="checkbox"/> Final Site & Architectural Review (Fee \$50 + \$10/Acre) |
| <input type="checkbox"/> Architectural Review/Re-Imaging (Fee \$50) | <input type="checkbox"/> Rezoning (Fee \$100 + \$10/Acre) |
| <input type="checkbox"/> Preliminary Subdivision (Fee \$100 + \$5/Lot) | <input type="checkbox"/> Final Subdivision (Fee \$200 + \$10/Lot) |
| <input checked="" type="checkbox"/> Miscellaneous Review (Fee \$25): Type: _____ | |

PROJECT INFORMATION (Please Print)	
Project Address: _____	Zoning: _____
Parcel Number(s): _____	
COMPLETE BELOW AS APPLICABLE (Please Print)	
Proposed Use: _____	
Building Area: _____	Lot Acreage: _____
Number of Sublots: _____	Acreage in Sublots: _____
Acreage in Open Space or Village Green: _____	Proposed Zoning Classification: _____

NAME AND ADDRESS OF APPLICANT: (Print Full Address)	
Company Name: _____	
Contact Person: _____	
Street Address: _____	
City: _____	State: _____ Zip Code: _____
Phone Number: _____	Cell Number: _____
Fax Number: _____	Email Address: _____
APPLICANT SIGNATURE: _____	DATE: _____

NAME AND ADDRESS OF PROPERTY OWNER: (Authorization required if different than Applicant)	
Company Name: _____	
Contact Person: _____	
Street Address: _____	
City: _____	State: _____ Zip Code: _____
Phone Number: _____	Cell Number: _____
Fax Number: _____	Email Address: _____

The undersigned Owner agrees that the above person (Applicant) shall, for the sole purpose(s) set forth herein, have the full authority to act as an agent for the Property Owner shall be, for all purposes set forth herein, deemed an agent in the direct employment of the above-referenced for the following purposes (provide a complete description of the scope of the agency relationship): and shall have full power and authority to act in the name of the above-referenced, make application(s), receive information and notices, represent, and bind same in any matters falling within the scope of the purpose(s) set forth herein above.

OWNER SIGNATURE: _____	DATE: _____
-------------------------------	--------------------

Staff Use Only:

Fee Paid Notice Sign Given to Applicant Meeting Date: _____

Zoning Commission meetings are at 4 p.m. on the first floor of the Municipal Building in Conference Room, 2nd Wednesday of the Month

Received By: _____

Wellston Municipal Building, 203 East Broadway Street, Wellston, Ohio 45692 www.cityofwellston.org
Department of Zoning Phone 740-384-3482 \ Fax 740-384-3357 \ Email: CODE@cityofwellston.org

**CITY OF WELLSTON
PLANNING AND ZONING COMMISSION APPLICATION**

TYPE OF REQUEST:

- | | | |
|--|---|--|
| <input type="checkbox"/> Street Vacation | <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Informal Rezoning |
| <input type="checkbox"/> Alley Vacation | <input type="checkbox"/> Driveway | <input type="checkbox"/> Tree Removal |
| <input type="checkbox"/> Other | | |

INFORMATION SUBMITTED:

- | | | |
|---------------------------------------|---|---|
| <input type="checkbox"/> Cover Letter | <input type="checkbox"/> Site Plan / Survey | <input type="checkbox"/> Building / Sign Drawings |
| <input type="checkbox"/> Other | | |

Comments:

NOTES: A total of 19 copies of the plans are required. NO SHEET SHALL EXCEED 42” IN SIZE. 14 Copies can be submitted as 11” x 17” if they are legible. The other five (5) sets are required to be full size. A digital copy of all plans and documents shall also be submitted. This can be either via email (10 MB maximum), DVD, flash drive or other means. It is suggested and encouraged that the Applicant schedules a pre-application conference with the Planning and Zoning Inspector and the City Engineer prior to site plan submittal for Planning and Zoning Commission review. Additional or revised information for tabled agenda items need to be submitted at least ten (10) working days prior to the Planning and Zoning Commission meeting. Questions can be directed to the Planning and Zoning Development at (740)384-3842.

**CITY OF WELLSTON
PLANNING AND ZONING COMMISSION APPLICATION**

PETITION TO VACATE ALLEY

To The Council

The undersigned, owners of lots in the City of Wellston abutting on a _____foot

Public alley running in a _____ direction from _____ to _____
(East/West/North/South) (Street Name/Alley Description)
 _____ between lot numbers _____,
(Street Name/ Alley Description) (Numbers of all lots abutting the alley to be vacated)

respectfully petition your honorable body that said alley be vacated between the points named for the reason that it no longer serves a public purpose, and its vacation will not be detrimental to the general interest. The undersigned do hereby consent to the vacation of said alley in accordance with this petition filed within said Council.

Owner's Signature(s)

Parcel Number

Each owner must sign. If jointly owned, all parties must sign

_____ and _____	_____
_____ and _____	_____
_____ and _____	_____
_____ and _____	_____
_____ and _____	_____
_____ and _____	_____
_____ and _____	_____
_____ and _____	_____
_____ and _____	_____
_____ and _____	_____
_____ and _____	_____
_____ and _____	_____
_____ and _____	_____
_____ and _____	_____
_____ and _____	_____
_____ and _____	_____
_____ and _____	_____
_____ and _____	_____
_____ and _____	_____
_____ and _____	_____

**ATTACH A TAX MAP SHOWING THE ALLEY AND ALL ABUTTING PROPERTIES. PLEASE
READ THE INFORMATION ON PAGE 4.**

**CITY OF WELLSTON
PLANNING AND ZONING COMMISSION APPLICATION**

WHAT VACATING AN ALLEY MEANS TO THE ABUTTING PROPERTY OWNERS

1. In most cases, the vacated alley is divided by operation of law so that the adjacent property owners gain the additional land equally. However, this will depend on how the alley was originally dedicated. Abutting property owners have complete responsibility to have the vacated alley surveyed. The City has no legal role in dividing the vacated property or resolving ownership disputes.
2. Any utilities occupying the alley will continue to have the right to do so, and the ordinance vacating the alley should so reflect. Furthermore, the alley may be subject to easements, which were granted to private individuals in the original instrument of platting or conveyance, and the City has no role in resolving such concerns.
3. The abutting property owners are responsible for the maintenance of the vacated alley if they want to continue to use it as access to their property. The City has no further responsibility whatsoever for the care of the property.
4. The abutting property owners are responsible for the security of the vacated alley.

PLANNING AND ZONING COMMISSION WILL USE THE FOLLOWING GUIDELINES WHEN MAKING ITS DECISION:

1. The Planning and Zoning Commission will conduct a public hearing on the request as part of a regular Planning and Zoning Commission meeting. A report will be given on the request by City staff, and the applicant and any other interested party will be entitled to speak on the matter. The Planning and Zoning Commission will consider whether the current or long-range plans of the City would be best served by keeping or vacating the street, alley or easement, and whether vacating the easement could cause any undue hardship to any citizens, property users or owners.
2. If the Planning and Zoning Commission determines there is a need for the City to retain a certain public easement in this area, that easement might be retained as part of the vacation.
3. If the Planning and Zoning Commission decides the street, alley or easement should be vacated, this action is done in the form of a Motion that is adopted by the Planning and Zoning Commission.
4. If the motion passes the Planning and Zoning Commission then requests the City Attorney to prepare an Ordinance for City Council.

SCHEDULE FOR VACATING AN ALLEY

1. Filer a petition with the Mayor's Office.
2. A public notice will be printed six weeks prior to the public hearing. This is normal practice, although by law, the public notice and public hearing is not required when 100% of the owners abutting the alley sign the petition.
3. City Council will hold the public hearing after the six-week waiting period has expired.
4. City Council will vote on the petition to vacate the alley. This is usually done during the meeting immediately following the public hearing.
5. If City Council approves the petition with an Emergency Clause, the action will take effect immediately upon the signatures by the President of Council and the Mayor. Without the Emergency Clause, the effective date will be thirty days after the Council action and upon the signatures by the President of Council and the mayor.

**CITY OF WELLSTON
PLANNING AND ZONING COMMISSION APPLICATION**

CITY COUNCIL WILL USE THE FOLLOWING GUIDELINES WHEN MAKING ITS DECISION:

1. There is NO public purpose for the alley; and/or
2. All of the property owners abutting the alley concur and sign the petition to vacate; and/or
3. If vacating the alley does not create undue hardship for others in the area of the alley.

These guidelines are not law. In any decision to vacate an alley, Council must find that good cause exists for vacating it, and that vacating the alley will not be detrimental to the general interest.