

STREET VACATION CHECKLIST

1. **Petition filed with Development Services Office on _____**
2. **Notice of *Lis Pendens* filed with Register of Deeds Office.
Copy filed with Development Services Office on _____**
3. **Scheduled for EDLUPC meeting on _____**
4. If Committee approves vacation in concept, staff prepares a resolution to forward to County Board.
1st reading of Resolution No. _____ on _____
5. County Board refers the resolution back to EDLUPC for a public hearing, which must be held not less than 40 days from the date that the resolution was first introduced to the County Board.
Scheduled for EDLUPC public hearing on _____
6. *Class III legal notice must be published in three separate weeks, with the last publication being one week before the public hearing.*
Publication dates: _____
6. Abutting property owners must be served notice at least 30 days before the public hearing.
7. Resolution referred back to County Board after public hearing for their action. [NOTE: If any written objection is filed with the County Clerk by any abutting property owner or by owners of more than one-third of the lands that lie 2,650 feet on either end of the portion sought to be discontinued (vacated), the County Board may **not** act on the resolution.]
2nd reading of Resolution No. _____ on _____
9. If approved, the applicant must obtain a certified copy of the adopted resolution from the County Clerk to record with the Racine County Register of Deeds.