



City of New Philadelphia

Alley Vacation Procedure

1. Obtain survey, plat map and petition for the alley in question
 - A) Petition consists of a form drawn up with adjacent property owners agreeing to vacation.
2. Present a plat, description, the petition, and a \$100.00 (non-refundable) check made out to The City of New Philadelphia to the Mayor's Office. You will be put on the agenda for the next Planning Commission meeting. The meetings are normally held the second Tuesday of each month at 1:00PM. The deadline to be added to the agenda is one week prior to the Planning Commission meeting so that the secretary of the commission can get the information to all members.
3. The Chairman of the Planning Commission will forward all information to the President of Council who will then assign it to the proper committee. The assigned Chairperson will hold a committee meeting and will make a recommendation to City Council. The President of Council will ask the Law Director to draw up an ordinance.
4. Council must hold 3 meetings and a Public Hearing before it is brought to a vote. (Council meets the 2nd & 4th Monday of each month, 7:30PM, in Council Chambers). If passed, then the plat and description should be forwarded to the Law Director, along with \$200.00 for advertising and recording.
5. The length of the entire format will depend on when the application is filed with the Planning Commission, the committee meetings, City Council and the Public Hearings are held.

Note: All official proceedings will then be forwarded to the Tuscarawas County Map Office.