

VILLAGE OF HEWITT
Hewitt, Wisconsin 54441

PROCESS FOR VACATING VILLAGE STREETS/LAND Guideline
Adopted: 9/2001

1. NOTIFICATION TO ADJOINING PROPERTY OWNERS:

- A. Notification of a Public Hearing Date must be sent to each adjoining property owner of intent to vacate village street/land(s) with the legal description and map of such lands. Notification must be sent by certified mail 30 days before the actual public hearing date.

2. PUBLIC HEARING PUBLISHED:

- A. The date of the Public Hearing and all the information pertaining to the village street/land to be vacated must be published as a Class 3 notification in the Marshfield News Herald. Class 3 means it is published 3 times. The Public Hearing must also be posted in the normal 3 posting places within the Village of Hewitt.

3. PUBLIC HEARING:

- A. At the Public Hear record objections, if any, or supportive information from the village residents.

4. ACT ON RESOLUTION:

- A. Create a Resolution on vacating the village street/land of the said property.
- B. Proceed with putting the Resolution on the agenda as an action item.
- C. Proceed with the approval of the Resolution.

5. RETURN OF PROPERTY TO ORIGINAL OWNER:

- A. The property that was vacated is returned to the original owner if known and/or alive. If the original owner of the vacated property is not known and/or alive, then the vacated property is returned, at no cost whatsoever, to the adjoining property owner.

6. MAILING OF THE PROPER DOCUMENTS:

- A. Sent a cover letter, document recording sheet, copy the approved Resolution vacating the property, and a detailed map of the vacated property to the Register of Deeds. A recording fee will also have to be paid.
- B. Send copies of the documents listed in 6A to the original property owner(s) receiving the vacated property back.