



**HEIDELBERG TOWNSHIP
YORK COUNTY**

RESOLUTION NO. 2022-4

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF HEIDELBERG
TOWNSHIP, YORK COUNTY, PENNSYLVANIA, SETTING FORTH THE
PROCEDURES FOR ADMINISTERING PETITIONS TO VACATE TOWNSHIP
ROADS IN ACCORDANCE WITH SECTION 2304 AND 2305 OF THE SECOND CLASS
TOWNSHIP CODE**

BE IT RESOLVED by the Supervisors of Heidelberg Township, York County, Pennsylvania as follows:

SECTION 1. If any person wishes to request that that Township vacate a specific road in the Township, the following shall be required.

A. SUBMISSION REQUIREMENTS:

The following information and materials must be submitted to the Township with any street or alley vacation requests:

1. Attached petition form signed by the property owner for the proposed road to be vacated.
2. Required reimbursement deposit of \$1,000.00. This deposit is required to reimburse the Township for any and all fees, including the Township's reasonable attorney's fees incurred from the road vacation request. If review costs exceed this \$1,000.00 deposit, petitioner will be required to pay any and all additional costs of the Township for the vacation request.
3. Ten (10) copies of a field survey, locating all existing improvements, utilities, features and property boundary information along the road to be vacated. A vacation plan and survey description of the area to be vacated must be prepared and sealed by a registered Professional Engineer or land surveyor.
4. A deed of easement, where required, shall be presented for all necessary utility and/or substitute easements. The deed of easement shall be in a form which is acceptable to the Township Solicitor.

B. GENERAL PROCEDURES:

1. The Township will review all information submitted and schedule a public hearing.
2. Notices will be sent to all adjoining property owners for the scheduled public hearing dates.
3. Legal advertisements will be placed in local newspaper for public notification of the proposed road vacation.
4. If a road vacation ordinance is adopted, all necessary utility easements will be recorded.
5. The ordinance shall be filed in the Road Docket of the York County Clerk of Courts only after all charges are satisfied and all necessary easements are provided and recorded.
6. The Township will not be responsible for negotiating necessary easements from adjoining property owners. Petitioner must secure these easements or a written agreement verifying same and submit with the vacation request.


SECTION 2. That any Resolution or any part of any Resolution inconsistent with the provisions of this Resolution be and the same is hereby repealed insofar as the same affects this Resolution.

RESOLVED this 4th day of May, 2022.

ATTESTED:


Secretary

HEIDELBERG TOWNSHIP:


Timothy Hansen, Chairman

**TOWNSHIP OF HEIDELBERG
COUNTY OF YORK**

DATE: _____

PETITION TO VACATE A TOWNSHIP ROAD

I, the Undersigned, being a property owner fronting and abutting that certain section or portion of _____ Street/Road/Alley extending between _____ and _____ in Heidelberg Township, do hereby petition the Board of Supervisors of Heidelberg Township to vacate the aforesaid portion of _____ Street/Road/Alley, and do hereby agree to **reimburse the Township for any and all fees incurred by the Township for processing the vacation petition.** I indemnify the Township from and against any and all claims for damages or lack of access resulting from the vacation petition and will provide such substitute easements as the Township deems to be necessary or advisable.

IN WITNESS WHEREOF, the undersigned persons do set their hands and seals the day and year first above written.

BY: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

BY: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

**ROAD VACATION REQUEST
Submission Checklist:**

- _____ Completed Petition form
- _____ Ten (10) copies of a survey plan of proposed area to be vacated (prepared and sealed by a registered Professional Engineer or land surveyor)
- _____ Draft deeds of easements, where required, signed by all affected property owners
- _____ Reimbursement deposit (\$1,000.00)