

# PETITION TO CLOSE A STREET OR ALLEY

Please Return To: Department of Neighborhood Development Services  
PO Box 911, City Hall, Charlottesville, Virginia 22902  
Telephone (434) 970-3182 Fax (434) 970-3359

**FEE: A filing fee of \$100.00 made payable to the City of Charlottesville.**



## A. PETITIONER INFORMATION

Petitioner Name: \_\_\_\_\_

Petitioner Mailing Address: \_\_\_\_\_

Does Petitioner currently own property adjacent to the area requested to be closed? \_\_\_\_\_ If no, please explain \_\_\_\_\_

Petitioner Phone Number(s):

Work: \_\_\_\_\_

Fax \_\_\_\_\_

Home: \_\_\_\_\_

Email \_\_\_\_\_

## B. ADDRESSES OF PROPERTY OWNERS ADJACENT TO THE STREET/ALLEY (use back of form if necessary)

Property Owner Name	Mailing Address	City Tax Map and Parcel #
_____	_____	_____
_____	_____	_____
_____	_____	_____

## C. PETITIONER'S REQUEST

1. That, pursuant to the provisions of Section 15.2-2006 of the Code of Virginia (1950), as amended, the said Petitioner(s) apply for the vacating, closing and discontinuance of a certain street or alley, situated in the City of Charlottesville, Virginia, as described below as follows: (Provide name, right-of-way width and length of streets or alleys being closed)  
\_\_\_\_\_  
\_\_\_\_\_
2. Confirm that no inconvenience will result to any person by reason of said closing, vacation and discontinuance of the said street or alley. Include details in narrative.
3. That land owners along and adjacent to said street or alley desire and request the street or alley to be closed. Attach letters of approval or signatures of approval from adjacent property owners.
4. Attach a copy of the city real property tax map showing the portion of the street or alley to be vacated with the square footage clearly indicated.
5. Applicant must provide copies of a title search and opinion performed by an attorney or licensed title company of the property in question and the alley to the original dedication of the alley or street. Highlight on the deed when the street or alley was created. The deed information is available at the City Circuit Courthouse (315 E. High Street).
6. Applicant must review the attached closing policy prior to submission of this form and attach a narrative which addresses the objectives outlined in that policy to include specific information as to why an alley closing is being requested.

Respectfully Submitted,

\_\_\_\_\_  
Signature of Petitioner(s)

\_\_\_\_\_  
Print

The review process typically takes two months. Following the review, valid applications will be forwarded to a joint Planning Commission and City Council Public Hearing and then to City Council for two readings.

### FOR OFFICE USE ONLY (Sign Posting)

I certify that the sign(s) as required by Section 31-271 of the City Code (Zoning Ordinance) as amended has been posted on the following date:

\_\_\_\_\_

Signature \_\_\_\_\_

Date Paid: \_\_\_\_\_ Amt. Paid: \_\_\_\_\_ Check #: \_\_\_\_\_ Recorded by: \_\_\_\_\_