



**CITY OF NORFOLK
PLANNING COMMISSION**

**DEPARTMENT OF PLANNING &
COMMUNITY DEVELOPMENT**

City of Norfolk City Hall
810 Union Street, 5th Floor, Room 508
Norfolk, VA 23510

STREET CLOSURE APPLICATION



Application Procedures

1. A pre-application meeting is required. To arrange an appointment, please call Amanda Christon Lutke at 664-4986.
2. Submit completed application with all required attachments including house plat or survey, title search of portion of the street proposed for closure, and a check for the \$100 processing fee, made payable to Treasurer, City of Norfolk. An appraisal *may* be required; this will be determined during the pre-application meeting. Staff will review the application to determine its completeness and feasibility of the requested closure. Staff will not accept an incomplete application.
3. Once the completed application is received, staff will submit request to all Utility providers to determine if any easements are required (this will take approximately one month).
4. The Applicant will be required to provide to the City Attorney any necessary easement agreements prior to the Planning Commission hearing. Upon receipt of any such agreements, street closure requests will be placed on the next possible Planning Commission agenda.
5. Applicant must contact appropriate Civic League prior to the public hearing. Applicant must provide staff with written documentation of the outcome of that meeting/discussion prior to the public hearing.
6. Staff will post a legal notice of the application request and photograph subject property.
7. The Planning Commission will visit the site on the 2nd Wednesday of the month (it is not necessary for the applicant to be present).
8. Applicant or representative *must* attend public hearing:
 Where: City Hall Building
 11th Floor, Council Chambers
 Time: 2:30 p.m.
8. The Planning Commission will make a recommendation on the application at their hearing; this recommendation will be forwarded to City Council.
9. The City Attorney's office prepares the ordinance for City Council. Applicant will be required to provide the City Attorney the following:
 - Purchase price as determined by the City Assessor (if applicable)
 - Fee for advertising City Council public hearing (approximately \$500.00)
10. Applicant may contact staff two (2) weeks after the hearing to obtain a tentative Council date (the City Manager's Office establishes the contents of Council's agenda).
11. The street closure request will appear on Council's agenda twice—the 1st time Council will vote on a hearing date, and the 2nd time will be the hearing.

STREET CLOSURE APPLICATION

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

City of Norfolk City Hall, 5th Floor, Room 508

(757) 664-4986 / (757) 441-1569 (FAX)



City of Norfolk

Application for City Planning Commission Public Hearing

STREET CLOSURE

Street Closure Fee.....Treasurer, City of Norfolk \$100

Date of application: _____

Name of Applicant or Adjacent Property Owner:

(Last) _____ (MI) _____ (First) _____

Mailing address (Street/P.O. Box): _____

(City) _____ (State) _____ (Zip Code) _____

Daytime telephone () _____ Fax () _____ Email _____

Name of Representative (if different from Applicant or Adjacent Property Owner):

(Last) _____ (MI) _____ (First) _____

Mailing address (Street/P.O. Box): _____

(City) _____ (State) _____ (Zip Code) _____

Daytime telephone () _____ Fax () _____ Email _____

Description of Property (List street name and location of closure request):

(Street Name) _____

(Location of closure request) _____

(Zoning) _____ (Land Area in acres or square feet) _____

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Street Closure Application

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Please describe the reason for requesting the closure:

List each **adjacent property owner** (print owner name and address) with signature of consent for the closure request. Use additional paper if needed:

Property Owner: _____/_____

Print Name

Signature

Address:

Property Owner: _____/_____

Print Name

Signature

Address:

Property Owner: _____/_____

Print Name

Signature

Address:

Property Owner: _____/_____

Print Name

Signature

Address:

Property Owner: _____/_____

Print Name

Signature

Address:

Property Owner: _____/_____

Print Name

Signature

Address:

CIVIC LEAGUE INFORMATION

Civic League contact: _____

Date(s) contacted: _____

Ward/Super Ward information: _____

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REQUIRED ATTACHMENTS

- ✓ Check for \$100.00 made payable to: Treasurer, City of Norfolk.
- ✓ Title Search of right-of-way to be closed.
- ✓ Appraisal of right-of-way to be closed, if necessary.
- ✓ Survey Requirements:
 - Two (2) copies of a survey of the portion of the area to be vacated on 8½ x 11 paper (or larger survey reduced to 8½ x 11). The survey must be prepared by a licensed surveyor, engineer or other person duly authorized by the State and shall show as a minimum the following:
 - Name, date, vicinity map, graphic scale, north arrow (including meridian source)
 - Two (2) coordinate values (Virginia Coordinate System of 1983, South Zone) shall be shown on plat.
 - Locations and dimensions of area to be vacated.
 - Locations dimensions and deed reference of all parcels of land abutting said area to be vacated including which property lines will be vacated (if applicable).
 - Widths and names of abutting or adjoining roads, street and alleys.
 - Proposed new property line(s) and new parcel designation(s) (if applicable).
 - All public utilities (including drainage) located in or upon said area to be vacated and the proposed public easements for such utilities.
 - Source of title for area to be vacated.
 - All monuments set or found shall have their location and character correctly shown and monuments shall be set at each new property line corner created by the area being vacated.

CERTIFICATION:

I hereby submit this complete application and certify the information contained herein is true and accurate to the best of my knowledge:

SIGNED: _____ / ____ / ____
(Applicant, adjacent property owner or authorized agent signature) (Date)

SIGNED: _____ / ____ / ____
(Representative signature, as applicable) (Date)