

## **STREET AND ALLEY CLOSING APPLICATION GENERAL PROCEDURES**

### **1. Applicant Discusses Proposal with Planning staff**

While not required, the applicant is encouraged to schedule a meeting with Community Development's Planning staff to discuss by phone or in-person the proposed street or alley closing request prior to submitting an application. Staff will conduct preliminary research on public alleys to advise the applicant if there are potential issues to obtaining ownership of the alley.

### **2. Applicant Obtains Cost Estimate from the Real Estate Office**

The applicant is responsible for contacting the City's Real Estate Office for an estimated cost per square foot to purchase the street/alley. The Real Estate Office may either complete the applicable section within the applicant form or can provide an e-mail/letter to attach.

### **3. Applicant Completes and Submits Application**

Applicant submits application to the Department of Community Development with \$50.00 fee (check payable to: "City of Harrisonburg"). Application is available at, <https://www.harrisonburgva.gov/street-alley-closings>.

- Application requires Real Estate Office to complete one section, or to provide e-mail/letter.
- Application deadlines follow Planning Commission dates, <https://www.harrisonburgva.gov/planning-zoning>

### **4. Staff Review**

City departments review application, and Community Development staff sends comments to applicant. A follow up meeting is optional.

### **5. Planning Commission**

Planning Commission reviews and offers recommendation to City Council. The applicant or representative is encouraged to be present at the meeting to address any questions that may arise.

### **6. City Council 1st Reading**

The City Clerk sends letters notifying applicant and surrounding property owners of the public hearing date and time, sends public hearing advertisement to the Daily-News Record, and also posts the advertisement on the City's webpage, <https://www.harrisonburgva.gov/public-hearings>. The applicant will be responsible for the cost of advertisements (estimated total cost is \$500).

City Council holds a public hearing and makes a decision on the application. The applicant or representative is encouraged to be present at the meeting to address any questions that may arise.

### **7. Following City Council 1st Reading and Action**

The City Clerk sends letters to adjacent property owners with estimated cost to purchase the street/alley. The adjoining property owners will have 60-days from the date of the letter to notify the City of their interest to purchase half of the street/alley.

After 60-days, the City Clerk contacts the applicant to inform them of whether the adjoining property owner(s) want to purchase half of the street/alley and reminds the applicant that they need to submit an official survey to Community Development for review.

### **8. Applicant submits Plat/Survey**

Applicant submits plat/survey to Department of Community Development.

## **9. Ordinance Drafted and Price Set**

City staff drafts ordinance and sets official pricing for the street/alley. The City Clerk sends letter requesting payment for property from all parties involved. All parties have 60-days to pay.

## **10. City Council 2nd Reading**

City Council takes final action. It is not necessary for the applicant to attend this meeting.

## **11. Final Signatures/Approvals**

The City Clerk sends copies of the recorded ordinance, etc. to the applicant (and adjoining property owners, if necessary).