

Street Closing Application

Submit complete application with fee to the City Clerk's Office if City jurisdiction, or County Clerk's Office if County jurisdiction.

Case SC _____ (Assigned by the Planning Department)

ONLY COMPLETE APPLICATIONS CAN BE ACCEPTED

A complete application includes:

- **Street Closing Application (this packet):** Address each item carefully and completely. Signatures must be original.
- **Fee:** Payment by check is preferred, made payable to "City of Durham". A receipt will be provided. Note: An additional fee to record the closing will be required if the request is approved.
- **Legal metes and bounds description of the proposed street/alley/road to be closed:** One (1) hardcopy and one (1) digital version (either on disc or emailed to Amy.Wolff@durhamnc.gov and Brenda.Crews@durhamnc.gov)
- **GIS map highlighting the area within two (2) blocks in all directions of the street/alley/road to be closed.** A map may be obtained from the GIS department on the 4th floor of City Hall, the Land Records Division on the ground floor of the Old County Courthouse, or Spatial Data Explorer available online at <http://gisweb2.ci.durham.nc.us/sdx/imap launch.html> .
- **Street Closing and Recombination Plat:** Four (4) full-size copies and one (1) 11 x 17 reduction, prepared by a licensed surveyor.
- **Statement of purpose for the request.** Include a list of additional applications associated with this request (plats, site plans, zoning map change, etc.) and provide a brief description with an 11x17 reduction of those plans.
- **List of contiguous and adjacent properties indicating property owner, address, and PIN.**

(Completed by the City or County Clerk's Office)

Date Filed:		Time Filed:	a.m./p.m.
Accepted by:		Amount Paid:	

A street closing request requires a public hearing conducted by the governing body, either the City Council (if the request is within the City jurisdiction) or the Board of Commissioners (if in unincorporated Durham County). Attendance at the hearing is strongly recommended. Applicants may represent themselves or have someone as their spokesperson. The public hearing will allow all interested parties to speak and ask questions.

The governing body may approve or deny a request. An approved request can be appealed to the courts within 30 days. Requests that have been approved cannot be recorded until the end of the 30-day waiting period.

If you have any questions, please contact the City-County Planning Department at 560-4137 between 8:00 a.m. and 5:00 p.m. on weekdays.

General process of a street closing application:

1. A complete application with fee is submitted to the City or County Clerk's Office, depending upon jurisdiction.
2. The Planning Department is forwarded the application for processing and review.
3. The Planning Department distributes the request to various City and County departments and utilities such as Duke Energy, PSNC, etc., and awaits comments from these departments and agencies.
4. The Planning Department forwards comments, along with corrections (if any) needed for the "Street Closing and Recombination" plat, to the applicant.
5. Once comments are addressed and the draft plat is deemed to be correct and recordable, the request is scheduled for the Governing Body to "Set a public hearing".
6. The governing body will generally conduct the public hearing a month from the date it sets the public hearing.
7. The governing body conducts the public hearing and can approve, deny or continue the case if it deems more information is needed before a decision can be made.
8. If approved, a 30-day waiting period begins to allow for an appeal to Superior Court.
9. After the 30-day period and no appeal is filed, the order to close the street, along with the "street closing and recombination" plat, is recorded. Staff will contact the applicant to acquire the appropriate number of copies and the fee to record all the documents.

**PLEASE PROVIDE THE FOLLOWING:
(Type or clearly print)**

Name of street/alley/road to be closed:	
Jurisdiction: <input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Both	Length to be closed (linear feet): <hr/> Area to be closed (square feet):
Plat or deed book reference dedicating the public right-of-way:	
Existing condition of street/alley/road:	<input type="checkbox"/> Paved <input type="checkbox"/> Gravel Surface <input type="checkbox"/> Dirt <input type="checkbox"/> Unopened (unconstructed paper street)
To the best of the petitioners' knowledge: (Check where applicable)	
<p>_____ That portion of (street name) sought to be closed has <u>not</u> been accepted by the North Carolina State Department of Transportation for maintenance or by the City of Durham for maintenance.</p> <p>_____ That portion of (street name) sought to be closed <u>has</u> been accepted by the City of Durham for maintenance <u>and</u> by the North Carolina State Department of Transportation for maintenance.</p> <p>_____ That portion of (street name) sought to be closed has been accepted by the City of Durham for maintenance <u>but not</u> by the State of North Carolina Department of Transportation for maintenance.</p>	
Petitioner(s): Provide name, address, PIN, tele. #, email, and signature. Attach additional sheets if necessary.	
1.	
Signature: _____	
2.	
Signature: _____	
3.	
Signature: _____	