



VACATING STREET/ALLEY APPLICATION

CITY OF WAYNESBORO, PLANNING DEPARTMENT

Reference City Charter Sec. 2.6(b)

Application Fee \$300

A.) APPLICATION TYPE:

Street Vacation

Name of Street _____

Alley Vacation

Name of alley (if applicable) _____

B.) SITE INFORMATION:

Description and location of area requested to be vacated: _____

Reason for requesting vacation: _____

Present Zoning: _____ Comprehensive Plan Designation: _____

Is the Portion of the Alley or Street Improved? YES NO

If Yes, is it being used by persons other than yourself? YES NO If Yes, please explain: _____

List all Property Owners Adjacent to the Street/Alley: *(use separate sheet if necessary)*

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

C.) APPLICANT INFORMATION:

Name: _____ (Printed)

Address: _____ (Street Address) _____ (City, State, Zip)

Email Address: _____ Phone #: _____

FOR OFFICE USE ONLY:

Date Rec'd _____ Fee Paid \$ _____ MS Receipt # _____ Application # _____ Approval Date _____ Not approved

G.) SIGNATURE:

AFFIDAVIT: The undersigned certifies that the foregoing information is true and correct to the best of my knowledge and belief. I hereby authorize City staff and City Council to review this request, appoint viewers to visit the site, and contact any appropriate design professional in relation to questions generated as a result of the review.

Print Name

Daytime phone number of contact

Signature of Applicant

Date

PROCEDURE FOR ALLEY OR STREET VACATION

1. GENERAL INFORMATION

A request for closing and vacating streets and alleys within the City is submitted to the Planning Department, who then places it on the City Council's agenda for appointment of Viewers. The Viewers visit the site and report back to Council with a recommendation. The Viewers are asked to ascertain and report whether any inconvenience would result to the public and whether in the Viewers' opinion, any special damages would be suffered by any person if the described street/alley were closed.

Once the Viewers' report is received, a Public Hearing is then scheduled. City staff also reviews the request and prepares a staff report to the Council.

2. PRE-APPLICATION MEETING

Prior to submitting the application, a pre-application meeting with a representative of the City Planning Department is suggested to review the City's application process, and to help identify any problems that could adversely affect the review and approval of the request.

3. CITY COUNCIL

The City Council will review requests and schedule a public hearing. The public hearing date will be advertised in the newspaper and the applicant and adjacent property owners will be notified in writing. After the Public Hearing, Council may introduce an ordinance for the vacation and vote on the ordinance at their next scheduled meeting. Applicants should be present at the Council meetings to provide citizens and interested parties with any additional information that may be needed.

If the City Council approves the request, a Quitclaim Deed will be prepared by the City Attorney conveying title of those vacated portions of the street/alley to all adjoining property owners.