



**APPLICATION FOR CLOSURE OF RIGHTS-OF-WAY  
AND EASEMENTS/PLAT VACATION**

**NOTE:** The City reserves the right to postpone the hearing of this application if there are delinquent taxes, fees or violations associated with the subject property.

Any development proposal, which could potentially impact existing transportation networks, will be required to submit a traffic impact study. The City’s Development Guide can be found at [www.portsmouthvaed.com](http://www.portsmouthvaed.com).

**APPLICATION FEE: \$110.00 (Application Fee is NON-REFUNDABLE). Please make check payable to the Portsmouth City Treasurer.**

When application is submitted, the applicant must provide documentation from Columbia Gas, Cox Cable, Dominion Virginia Power, Hampton Roads Sanitation District (HRSD) and Verizon and other relevant utility companies that the proposed closure will not have a negative impact on service.

**I. ATTORNEY’S INFORMATION**

- A. Name of Attorney: \_\_\_\_\_
- B. Address: \_\_\_\_\_
- C. Telephone: \_\_\_\_\_
- D. Email Address \_\_\_\_\_
- E. Title letter from attorney, which sets forth who would be owner(s) upon closure. This letter must include the deed book, page number and clerk’s office where the information was found. If the closure area will revert to a person or entity other than the applicant(s), the attorney’s letter must set forth steps to be taken to acquire the title upon closure.
- F. Attorney’s Signature \_\_\_\_\_

**II METHOD OF CLOSURE (Check One)**

- A. Street Closure
  - Closure by application of any person, requiring public notice and hearing pursuant to 15.2-2006 of the Code of Virginia.
  - Closure by obtaining signatures of ALL lot owners adjoining or contiguous to the vacated area (including lien creditors secured by a recorded mortgage or deed of trust), pursuant to 15.2-2271 & 2272 of the Code of Virginia without a hearing.

**Street Closure Application**

**PROPERTY OWNER INFORMATION**

Please list all owners of owners of property abutting the proposed closure area. All adjoining property owners must sign the petition.

APPLICANTS	ADDRESS	SIGNATURE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**III. STREET CLOSURE INFORMATION**

- A. Name of Street: \_\_\_\_\_
- B. Parcel Number: \_\_\_\_\_
- C. Purpose of closure: \_\_\_\_\_
- D. Utility lines located within the proposed closure:
  - Storm Sewer: \_\_\_\_\_ Electric: \_\_\_\_\_
  - Sanitary Sewer: \_\_\_\_\_ Gas: \_\_\_\_\_
  - Water: \_\_\_\_\_ Cable: \_\_\_\_\_

**IV. LEGAL DESCRIPTION OF CLOSURE AREA**

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\_\_\_\_\_

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\_\_\_\_\_

**V. NEIGHBORHOOD/CIVIC LEAGUE CONTACT INFORMATION**

- A. Neighborhood/Civic League Contact: \_\_\_\_\_
- B. Date (s) contacted: \_\_\_\_\_

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**OFFICE USE ONLY**

Application and fee received by \_\_\_\_\_