



CITY OF PETERSBURG
DEPARTMENT OF PUBLIC WORKS – ENGINEERING DIVISION
103 W. TABB STREET, PETERSBURG, VIRGINIA 23803
PHONE (804) 733-2355 FAX (804) 732-2030

**POLICY FOR CONSIDERATION AND REVIEW OF
APPLICATION TO VACATE A STREET, ALLEY, EASEMENT,
PUBLIC WAY, PLAT OR PORTION THEREOF**

- 1) The City Council will consider applications for vacations during its regularly scheduled meetings.
- 2) All requests for vacation shall be referred to and handled by the Public Works Engineering Division.
- 3) A \$600.00 fee (\$100.00 application processing fee plus the estimated cost of advertising and recordation) shall be charged for each application.
- 4) Once an application has been filed for a requested vacation, no portion of the \$600.00 will be refunded to the applicant, even if the request is denied or the application is withdrawn.
- 5) In cases where the application is for the vacation of a right of way, street, or alley, all adjoining owners must sign the vacate notification letter attached to the application or be notified by certified letter and a copy of the certified letter and return receipt submitted with the application. The Engineering Division will provide a list of the property owners the Applicant shall notify.
- 6) The Applicant shall contact all utility companies on the attached list to see if each Company has any existing or planned utilities in the right of way to be vacated. A letter is needed from each utility stating whether they have facilities in the right of way, if it will be needed in the future and if an easement is required after vacation.
- 7) No application will be considered unless an application, plats, fees, and all adjoining property owners sign the vacated notification letter, or copies of the certified letters and return receipts, if required, are received by the Public Works Engineering Division. The Applicant(s) must provide a deed of consolidation and a consolidation plat for recordation. The Applicant is responsible for recordation fees.
- 8) Upon receipt of the completed application, fees, plats, and approval statements, or copies of the certified letters and return receipts, the Engineering Division shall route the plat to the appropriate departments for recommendations of approval or disapproval. All departments' recommendations shall be returned within ten (10) working days from the stamped date received to the Public Works Engineering Division Office.
- 9) After staff review, the Public Works Engineering Division shall prepare the proposed ordinance and forward to the City Attorney for legal review.
- 10) The Engineering Division shall advertise the notice of public hearing to consider the ordinance to vacate.

- 11) The Engineering Division shall place the request on the City Council Agenda.
- 12) Upon approval of this request by the Council, the City Attorney will revise the agreement or ordinance by incorporating therein any conditions or restrictions requested by the City within ten (10) business days. The revised document will be returned to the Public Works Engineering Division who shall at the applicant's expense, record it in the Clerk's Office of the City Petersburg Circuit Court and notify the applicant of the date of recordation.



CITY OF PETERSBURG
DEPARTMENT OF PUBLIC WORKS – ENGINEERING DIVISION
103 W. TABB STREET, PETERSBURG, VIRGINIA 23803
PHONE (804) 733-2355 FAX (804) 732-2030

**APPLICATION TO VACATE A STREET, ALLEY,
EASEMENT, PUBLIC WAY, PLAT OR PORTION THEREOF**

The following information must be typed or printed and completed in full. Attach additional information pages where necessary. **No application will be considered unless all necessary documents and fees are received by the Engineering Division Office.**

1. **IDENTIFICATION OF REQUEST** *(check all that apply)*

Vacation of: () Street () Alley () Easement () Other _____

2. **APPLICANT AND AGENT**

a) Name of applicant: _____
(If a corporation or private person, represented by an attorney, lines D through F below must be completed.)

b) Mailing Address: _____

c) Telephone numbers: Home: _____ Office: _____

d) Agent's name: _____

e) Agent's mailing address: _____

f) Agent's telephone number: _____

3. **LOCATION OF PROPERTY**

This information must be completed and is available from the Office of the City's Assessor. Attach additional pages where necessary.

a) Ward District: _____

b) Tax Parcel Number: _____

c) Subdivision name: _____ Section: _____

Block: _____ Lot: _____

d) Subdivision plat by: _____

e) Subdivision plat dated: _____

f) Plat book: _____ Page: _____

g) Street Address: _____

h) Type of easement (where applicable): _____

i) Existing land use(s): _____

j) Existing structure: _____

k) Existing zoning: _____

4. Fully explain the reasons for the request: _____

5. Fully state the proposed use of the land to be vacated:

7. Attach signed vacated notification letter or certified letter and return receipt: () yes () no

8. Attach all utility companies letters: () yes () no

9. Six copies of the plat must be submitted with this application.

10. A certified check or money order in the amount of \$600.00 (application fee and the estimated cost of advertising), payable to the Treasurer, City of Petersburg, Virginia must be submitted with this application.

11. When the completed application is received, the applicant will be notified of the date and time at which the City Council will consider the request.

12. Upon approval of this request by the City Council, the City Attorney will revise the agreement or ordinance by incorporating therein any conditions or restrictions requested by the City. The revised document will be returned to the Public Works Engineering Division who shall at the applicants expense, record it in the Clerk's Office of the City Petersburg Circuit Court and notify the applicant of the date of recordation. *(two copies required for recordation)*

Incomplete applications will delay the scheduling and hearing of requests.

I/We hereby certify that all of the above statements and the statements contained in all required documents submitted herewith are true:

Date: _____

Signature of applicant(s): _____

Signature of Agent: _____

Submit this application, fees, and the required documents to:

**Public Works Engineering Division
103. W. Tabb Street, Petersburg, Virginia 23803
Phone (804) 733-2355
Fax (804) 732-2030**



CITY OF PETERSBURG
DEPARTMENT OF PUBLIC WORKS – ENGINEERING DIVISION
103 W. TABB STREET, PETERSBURG, VIRGINIA 23803
PHONE (804) 733-2355 FAX (804) 732-2030

VACATE NOTIFICATION LETTER

I/We, _____
owner(s) of a parcel/parcels of land known, numbered, and designated as _____
_____ am/are aware of the application filed with City of Petersburg requesting the vacation of
_____ adjacent to my/our property.

I/we, have no objections to this vacation:

OWNER DATE

OWNER DATE

I/we object to this vacation for the following reasons:

OWNER DATE

OWNER DATE