



APPLICANT INFORMATION

Applicant's Name _____		Telephone _____	
Street Address _____		E-Mail _____	
City _____	State _____	Zip _____	

APPLICANT'S REPRESENTATIVE INFORMATION (if applicable)

Applicant's Representative _____		Telephone (work, fax, mobile) _____	
Street Address _____		E-Mail _____	
City _____	State _____	Zip _____	

Property Location: _____

Estimated Cost of Street/Alley Closing:		<p>Estimated area to be closed can be obtained from the Department of Community Development, City Hall, 2nd Floor.</p> <p>Estimated cost per sq. ft. must be obtained from the Real Estate Office, City Hall, 1st Floor and documented by e-mail or letter attached to this application, or by staff initials here. Staff Initials: _____ Date: _____</p>
Estimated area to be closed (A): _____ sq. ft.		
Estimated cost per sq. ft. (B): \$ _____ per sq. ft.		
Estimated total cost (A x B): \$ _____ ¹		

CERTIFICATION

I certify that the information supplied on this application and on the attachments provided (maps and other information) is accurate and true to the best of my knowledge. In addition, I hereby grant permission to the agents and employees of the City of Harrisonburg to enter the above property for the purposes of processing and reviewing this application. I also understand that, when required, public notice signs will be posted by the City on any property.

APPLICANT _____
DATE

REQUIRED ATTACHMENTS

- Letter providing a description of the proposed closure and reason for the desired closure.
- Location sketch of the street/alley to be closed or a survey of the property.²
- Email or Letter from Real Estate Office providing estimated costs if staff initials are not provided above.

TO BE COMPLETED BY PLANNING & ZONING DIVISION

Date Application and Fee Received _____	Total Fees Due: \$ _____
	Application Fee: \$50.00 ³
Received By _____	

¹ Adjacent property owners are entitled to purchase half of the street/alley and have 60-days to notify the City from the date of notification from the City following the first reading at City Council. If the adjoining property owners do not wish to purchase their half of the street/alley, the applicant will be required to purchase the remaining half. The final cost shall be a fair market value determined by the Real Estate Office and City Manager after the survey is provided by the applicant and after the first reading.

² The Department of Community Development can assist with the location sketch for this application. After the first reading, the applicant is responsible for providing a survey of property and metes and bound description (prepared by a surveyor, engineer, or other person duly authorized by the state). A survey is not required at the time of application for the first reading at City Council.

³ The applicant is responsible for additional fees for newspaper advertisements prior to the first hearing at City Council.