

STREET AND ALLEY CLOSING APPLICATION GENERAL PROCEDURES

1. Applicant Completes and Submits Application

Applicant submits application to the Department of Community Development with \$50.00 fee (check payable to: "City of Harrisonburg"). Application is available at, <https://www.harrisonburgva.gov/street-alley-closings>.

- Application requires Real Estate Office to complete one section, or to provide e-mail/letter.
- Application deadlines follow Planning Commission dates, <https://www.harrisonburgva.gov/planning-commission>

2. Staff Review

City departments review application, and Community Development staff sends comments to applicant. A follow up meeting is optional.

3. Planning Commission

Planning Commission reviews and offers recommendation to City Council. The applicant or representative is encouraged to be present at the meeting to address any questions that may arise.

4. City Council 1st Reading

The City Clerk sends letters notifying applicant and surrounding property owners of the public hearing date and time, sends public hearing advertisement to the Daily-News Record, and also posts the advertisement on the City's webpage, <https://www.harrisonburgva.gov/public-hearings>. The applicant will be responsible for the cost of advertisements; cost typically between \$150 to \$300.

City Council holds a public hearing and makes a decision on the application. The applicant or representative is encouraged to be present at the meeting to address any questions that may arise.

5. Following City Council 1st Reading and Action

The City Clerk sends letters to adjacent property owners with estimated cost to purchase the street/alley. The adjoining property owners will have 60-days from the date of the letter to notify the City of their interest to purchase half of the street/alley.

After 60-days, the City Clerk contacts the applicant to inform them of whether the adjoining property owner(s) want to purchase half of the street/alley and reminds the applicant that they need to submit an official survey to Community Development for review.

6. Applicant submits Plat/Survey

Applicant submits plat/survey to Department of Community Development.

7. Ordinance Drafted and Price Set

City staff drafts ordinance and sets official pricing for the street/alley. The City Clerk sends letter requesting payment for property from all parties involved. All parties have 60-days to pay.

8. City Council 2nd Reading

City Council takes final action. It is not necessary for the applicant to attend this meeting.

9. Final Signatures/Approvals

The City Clerk sends copies of the recorded ordinance, etc. to the applicant (and adjoining property owners, if necessary).