



Application For Closure of Streets and Rights-of-Way

801 Crawford Street, Portsmouth, Virginia 23704

www.portsmouthva.gov/planning/

Notes:

1. No action will take place, nor will the request be placed on any agenda if staff determines that the application is not complete.
2. No application will be processed while violations exist on the property or if there are outstanding fines, taxes, liens, or other fees that are owed to the City of Portsmouth as determined by the City Treasurer.
3. When application is submitted, the applicant must submit a title letter from an attorney that (a) provides a legal description of the closure area and (b) opines as to who will hold title after the closure is completed.
4. When application is submitted, the applicant must provide documentation from all gas, cable, telephone, electric, sewer, water, and all other relevant utility companies that the proposed closure will not have a negative impact on service.
5. Contact with the adjoining and/or surrounding neighborhood is required. Provide the contact information below.

**APPLICATION FEE: \$350.00 Application Fee is NON-REFUNDABLE.
Please make check payable to the Portsmouth City Treasurer.**

1. Attorney Information

Attorney Name:	
Attorney Address:	
Telephone Number:	
Email Address:	

Attach 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. Application will be considered to be incomplete without the title letter.

2. Property Owner Information

List all owners of property abutting the proposed closure area. All adjoining property owners must sign the application.

Applicants/Owners	Address	Signature

