



STREET CLOSING APPLICATION

Planning

Submittal Information (Completed by City or County Clerk's Office)

Date/Time rec'd:	Rec'd by:	Amt Paid:
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Tracking Information (Completed by Planning Department)

Case #:	Case Planner:
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Street Closing Process

ONLY COMPLETE APPLICATIONS CAN BE ACCEPTED

Review Process:

- A complete application with the fee paid in full is submitted to the **City Clerk's Office** or **County Clerk's Office**, depending on jurisdiction.
- The Planning Department is forwarded the application for processing and review.
- The Planning Department distributes the request to various City and County departments and utilities, such as Duke Energy, PSNC, etc., and awaits comments from these departments and agencies.
- The Planning Department forwards comments, along with corrections (if any) needed for the *Street Closing and Recombination Plat*, to the applicant.
- Street Closing requests require a public hearing conducted by the Governing Body, either the City Council or Board of Commissioners.
- Once comments are addressed and the draft plat is deemed to be correct and recordable, the request is scheduled for the Governing Body to "Set a public hearing."
- The governing body typically conducts the public hearing within a month from the scheduled date and can approve, deny or continue the case if it deems more information is needed before a decision can be made.
- Attendance at the hearing is strongly recommended. Applicants may represent themselves or have someone as their spokesperson. The public hearing will allow all interested parties to speak and ask questions.

Contact information: If you have any questions, please contact the City-County Planning Department at 919-560-4137 between 8:00a.m. and 5:00p.m. on weekdays.

Street Information

Name of
street/alley/ road to
be closed:

Jurisdiction: City County Both

Length to be closed (linear feet):

Plat or deed book reference
dedicating public right-of-way:

Area to be closed (square feet):

Reason for street closure:

Applicant(s) Information (attach more sheets if necessary)

Name(s):

Address:

PIN pertaining to street closure:

City/State/Zip:

Phone:

Email:

I certify that all of the information presented by me in this application is accurate to the best of my knowledge, information, and belief.

Applicant Signature

Date

Name(s):

Address:

PIN pertaining to street closure:

City/State/Zip:

Phone:

Email:

I certify that all of the information presented by me in this application is accurate to the best of my knowledge, information, and belief.

Applicant Signature

Date

Application Requirement	Applicant Initial	Staff Initial
Street Closing Application (this form): Signatures must be original.		
Fee: Payment by check is preferred, made payable to "City of Durham." A receipt will be provided. Note: An additional fee to record the closing will be required if the request is approved.		
Legal metes and bounds description of the proposed street/alley/road to be closed: One (1) hardcopy		
Street Closing and Recombination Plat: Two (2) full-size copies, prepared by a licensed surveyor. Plat shall meet the requirements of the attached "Street Closing Plat Checklist" (Page 4).		
Statement of purpose for the request: Include a list of additional applications associated with the request (plats, site plans, zoning map change, etc.)		
Signature of all parties		
Digital Copy of all Submitted Materials		
Street Closing Plat Checklist (completed)		



STREET CLOSING PLAT CHECKLIST

Planning

STREET CLOSING PLATS MUST CONTAIN THE FOLLOWING ELEMENTS AND INFORMATION, AS NOTED

Cover Sheet (or Top Sheet)

- Vicinity map with north arrow
- Stamping area (lower right corner; 3" x 4")
- Overall development map (if part of larger project) with match lines for larger scale, multiple sheets
- Site data table
- "Name of proposed project (shall not duplicate existing project name)
- Name and contact information for owner, applicant, and surveyor responsible for preparing the plat
- Township Name, Durham County, North Carolina
- Date (original and all revisions)
- Page number of total pages

Existing Conditions and Features – on site and within 100 feet of property:

- Metes and bounds property boundary with north arrow and graphic scale
- Current property owner of each tract
- Property Identification Number for each tract
- Property lines of adjacent properties
- Adjacent property owners
- Adjacent existing streets (name and ROW width)
- Existing building footprint(s) with square footage, type of structure and number of stories
- Existing septic tanks, drain fields and wells if present
- Utility easements (type and size)
- Railroads
- Cemeteries

Proposed Conditions and Features:

- New property lines
- Proposed lot sizes
- Proposed utility and storm drainage easements (only private easements are exempt, unless created by the City or County)
- Street addresses (optional for exempt plats but will be required prior to building permit)

If the request is located in a Watershed Protection Overlay district:

- Label maximum allowable impervious surface (MAIS) per lot for each lot

Certificates Required:

- Surveyor's certificate
- Plat classification certificate required by GS 47-30 as revised
- Review officer certification (to be signed by Register of Deeds Office) as required by GS47-30, as revised