



Durham City-County Planning Department

STREET CLOSING APPLICATION

(Submit complete application with fee to City Clerk's Office if City jurisdiction, or County Clerk's Office if County jurisdiction)



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

Date/Time rec'd: 7-30-15 10:33 a.m.	Rec'd by: Amos for Laverne Brooks	Amt Paid: 1,545 ⁰⁰
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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

Street Closing requests require a public hearing conducted by the Governing Body, either the **City Council** (if the request is within the City jurisdiction) or the **Board of Commissioners** (if in unincorporated Durham County). 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.

The governing body may approve or deny a request. An approved request can be **appealed by an opposing party to the Superior Court within 30 days**. Requests that have been approved cannot be recorded until the end of the **30-day waiting period**.

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.
- 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 will generally conduct the public hearing a month from the date it sets the public hearing.
- The governing body conducts the public hearing and can approve, deny or continue the case if it deems more information is needed before a decision can be made.
- If approved, a 30-day waiting period begins to allow for an appeal to the Superior Court.
- If no appeal is filed within the 30-day period, the order to close the street, along with the *street closing recombination plat*, is recorded. Planning staff will contact the applicant to acquire the appropriate number of copies and the fee to record all documents.

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

Filed copy of resolution
City Clerk → recorded
Survey roads Plat
Plan Dept Approved

Street InformationName of street/alley/
road to be closed:

Gresham Avenue

Jurisdiction:

City

~~COUNTY~~~~BOTH~~

Length to be closed (linear feet): 277.61 feet

Plat or deed book reference

dedicating public right-of-way:

Unknown

Area to be closed (square feet): 15,261

Reason for
street closure:

This is a paper street and is not utilized by adjoining property owners or the municipality.

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

Name(s):

Bernadete Chasteen

Address: 1405 Tyler Street

PIN pertaining to street closure: 0822-08-98-8154

City/State/Zip: Durham, NC 27701

Phone: 919-454-6421

Email: bernadete.chasteen@gmail.com

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

7-28-2015

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 Requirements	Applicant Initial	Staff Initial
<p>Street Closing Application (this form): Signatures must be original.</p>		
<p>Fee: Payment by check is preferred, made payable to "City of Durham." A receipt will be provided. <u>Note:</u> An additional fee to record the closing will be required if the request is approved.</p>		
<p>Legal metes and bounds description of the proposed street/alley/road to be closed: One (1) hardcopy and one (1) digital version emailed to Jacob.Wiggins@durhamnc.gov</p>		
<p>Street Closing and Recombination Plat: Four (4) full-size copies and one (1) 11 X 17 reduction, prepared by a licensed surveyor. Plat shall meet the requirements of the attached "Street Closing Plat Checklist" (Page 4).</p>		
<p>Statement of purpose for the request: Include a list of additional applications associated with the request (plats, site plans, zoning map change, etc.) and provide a brief description with an 11 X 17 reduction of those plans.</p>		



STREET CLOSING PLAT CHECKLIST



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



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Street InformationName of street/alley/
road to be closed: Acadia StreetJurisdiction: City ~~County~~ ~~Book~~

Length to be closed (linear feet): 313.25

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

Area to be closed (square feet): 17,056

Reason for
street closure:

This is a paper street and is not utilized by adjoining property owners or the municipality.

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

Name(s): Bernadete Chasteen

Address: 1405 Tyler Street

PIN pertaining to street closure: 0822-08-98-8154

City/State/Zip: Durham, NC 27701

Phone: 919-454-6421

Email: bernadete.chasteen@gmail.com

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

Bernadete Chasteen
Applicant Signature

7-28-2015
Date

Name(s):

Address:

PIN pertaining to street closure:

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