

**City of Suffolk Department of Planning**  
**APPLICATION FOR STREET VACATION**



<b><i>PART 1- OFFICE INFORMATION: To be completed by staff</i></b>			
Application Number:		Date Submitted:	
Project Address:		Project Name:	
Tax Query:	<input type="checkbox"/> Current <input type="checkbox"/> Delinquent	Application Fee Paid:	
Decision:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date of Decision:	

<b><i>PART 2- GENERAL INFORMATION: To be completed by applicant</i></b>
<p><b><u>Important Notice:</u> Applications must be submitted in hard copy with original signatures. Incomplete applications will not be accepted.</b> This application should be used to petition City Council for the abandonment of a public street. This is a request for a street abandonment in accordance to § 15.2-2006 and § 33.1-246 of the Virginia Code: Abandonment of certain roads and railway crossings.</p> <p><b><u>Application Fee: \$105.00</u></b></p> <p>List of Street Name(s) to be Vacated: _____          _____          _____</p> <p>Property Addresses Involved (if any): _____          _____          _____</p> <p>Affected Tax Map Numbers and Account Numbers: _____          _____</p> <p>Area (in square feet) to be Vacated: _____</p> <p>Zoning District of Affected Areas: _____</p>

<b><i>PART 3- REQUIRED INFORMATION FOR APPLICATION: To be submitted by applicant</i></b>
<p>The applicant must submit a <i>survey</i> showing the exact <i>location and extent</i> of the areas to be vacated.</p>

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***PART 4- CONTACT INFORMATION: To be completed by applicant, owners, and other contacts***

This application must be signed by the property owner(s) or must have attached to it written evidence of the owner's consent, which may be in the form of a binding contract of sale or a letter signed by the owner(s) authorizing the applicant to act as his or her agent. Signing this application shall constitute the granting of authority of the City to enter onto the property for the purpose of conducting site analyses.

**1. Applicant Information:**

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**2. Property Owner(s) Information (Complete if different from applicant):**

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Owner Signature 1: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Owner Signature 2: \_\_\_\_\_ Date: \_\_\_\_\_

**3. Other Contacts (Such as engineers, surveyors, architects, agents, attorneys, owners, etc.):**

Specify type of contact/relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Specify type of contact/relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_