

Mandatory Referral Application: PERMANENT *Street / Alley Closure*

*** Before filing this application, please review checklist on the back of this application. ***

Mandatory Referral Project No. _____
(Metro Planning staff assigns project #)

Date Submitted: _____

Closure Type:

- Street
 Alley

Easements:

- Retain utilities
 Abandon utilities & relocate at applicant's expense

STREET / ALLEY LOCATION: Street Name(s) / Alley Number(s) _____

Street / Alley Located Between? _____

Reason for Closure:

Applicant: All correspondence will be mailed to the applicant.

Architect Engineer Property Owner Other:

Name: _____

Business: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

business home business mobile

Fax: _____

business home business mobile

E-mail: _____

Applicant's Signature: _____

\-Filing Fee (All application fees are non-refundable)

Street / Alley Closure \$300.00

Amount paid: \$ _____

Accepted by: _____

Date: _____

Mandatory Referral ✓ Checklist

Mandatory Referral Application

Filing Fee \$300 (All application fees are non-refundable)

Cash or check. If check, make payable to "Metropolitan Government". Credit cards not accepted.

Property Map

Highlight with marker or designate location of street or alley to be closed.

Signatures of All Abutting Property Owners

You must obtain the signature of all property owners whose property abuts (i.e. touches) the proposed street or alley closure or would be affected by its closure, prior to submittal of application. Failure to provide this information will deem your application *incomplete* and postpone your application's consideration by the Metropolitan Planning Commission. If a property is owned by a church or business a notarized affidavit must be provided giving the person who signs the signature page the authority to do so.

If the right-of-way proposed to be abandoned is adjacent to Railroad right-of-way a Certified Letter must be mailed to the Railroad Company giving them notice of this abandonment request and a copy must accompany this application. You may contact the NDOT Records Section for a form letter to be sent to the Railroad at 615-862-8781.

Lot Consolidation Plat

If any landlocked properties (lots/parcels) will result from your proposed closure, even if all properties are owned by same entity, a plat consolidating all properties with the proposed right-of-way must be submitted with this application.

Subdivision Plat

*If you're requesting abandonment of easements and utilities exist within the right-of-way, a plat must be submitted with this application identifying the location of all existing utilities and their future relocation or disposition. If easement is *improved*, a separate mandatory referral application will need to be submitted to abandon those easements requiring an additional fee of \$300 in conjunction with the plat submittal. If easements *are not improved*, easements can be abandoned by plat and a separate mandatory referral application is not necessary. Drainage easements are considered improved, even if it is a drainage swale, and a separate mandatory referral application and filing fee must be submitted in conjunction with the plat. Council approval is required of improved easements to be abandoned and/or relocated.*

Traffic Study

If more than 1,000 vehicles per day use street or alley proposed for closure, a traffic impact study as required by council bill O87-1679, must be submitted with this application. Contact Traffic Engineer for more information at 615-862-8689.

Review by Nashville Dept of Transportation Records Section

Please e-mail **completed** application to sara.cain@nashville.gov prior to submittal to make sure all required items are included and to receive NDOT Engineer / Surveyor Review

Review / Approval by Nashville Dept of Transportation Engineer or Surveyor

**Mail or deliver completed application and Filing Fee to: Nashville Dept of Transportation
Records Section
720 S 5th St
Nashville, TN 37206**