



## STREETS AND ALLEYS PROCEDURE FOR CLOSING

### PROCEDURE

### RESPONSIBILITY

- |   |                 |
|---|-----------------|
| 1. Submission of request to City must include:  |                 |
| a. Letter of request (petition) signed by 100% property owners abutting street or alley.  | Property Owners |
| b. Copy of recorded plat showing original layout or dedication of street or alley.  | Property Owners |
| c. Registered land surveyor's plat of recent survey of portion of street to be closed on legal size drawing, suitable for recording and a metes and bounds description. | Property Owners |
| d. Non-refundable application fee of \$300.00.  | Property Owners |
| 2. Review and recommendations to City Manager by legal, planning and public works.  | City Staff      |
| 3. Recommendation to City Council.  | City Manager    |
| 4. Adopt Resolution of Intent.  | City Council    |
| 5. Public Notice  |                 |
| a. Newspaper (one per week, four consecutive weeks).  | City Clerk      |
| b. Posted notices (two signs on street).  | Public Works    |
| c. Mail copy of Resolution of Intent to all adjoining property owners by Registered or Certified mail.  | City Clerk      |
| 6. Public Hearing   | City Council    |
| 7. Order of Closing   | City Council    |
| 8. Record closing order with Register of Deeds  | City Attorney   |



**PETITION FOR STREET OR ALLEY CLOSURE**

We, the property owners abutting the alley or street located at (please describe) \_\_\_\_\_  
 \_\_\_\_\_

hereby petition the City of Kannapolis to remove from dedication the right-of-way for the above-mentioned alley or street.

NAME	ADDRESS	PHONE	SIGNATURE

**RETURN TO:** Richard Smith, Planning Director  
 rsmith@kannapolisnc.gov  
 Questions Call: 704-920-4444

Revised 7/2024