

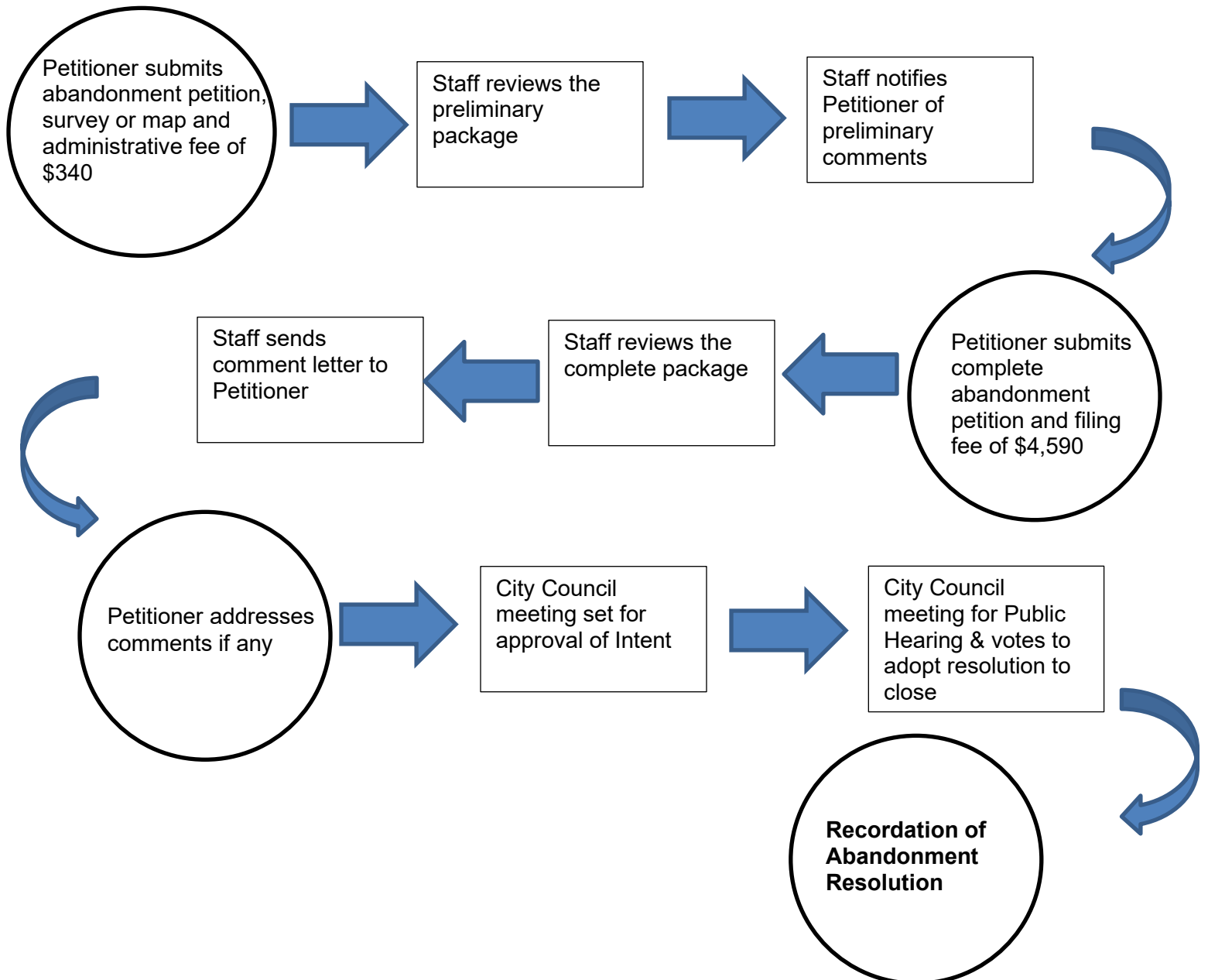
## PETITIONER'S PROCEDURES FOR REQUESTING THE CLOSING OF DEDICATED STREETS AND ALLEYWAYS

1. To initiate the process to close a street or alley, or any portion thereof, must be filed with the Charlotte Department of Transportation.
  - (a) Submit the abandonment request to:  
[https://cityworks-cdot.charlottenc.gov/CW\\_Public/](https://cityworks-cdot.charlottenc.gov/CW_Public/)
  - (b) Send the required documents to:  
[AbandonmentPetition@charlottenc.gov](mailto:AbandonmentPetition@charlottenc.gov)
  - (c) Make check payable to "City of Charlotte" and mail to: (include assigned petition application number on check)

Charlotte Department of Transportation  
Development Services Division  
**Attention: Abandonment Petition**  
600 East Fourth Street 6<sup>th</sup> Floor  
Charlotte, NC 28202-2858  
Telephone No. 704-336-4119

2. The following documents shall be included with the petition:
  - (a) A legal survey identifying the area to be abandoned.
    - Describe the boundaries of the right-of-way on the survey map.
    - A note on the survey map giving the source of the boundary information.
    - Dimensions that clearly define the location of the right-of-way subject to abandonment including hatching or shading the abandonment area.
    - Show the names of all abutting/adjoining property owners to the abandonment area.
    - Show the tax ids and/or addresses of all abutting/adjoining property owners to the abandonment area.
    - Show all existing underground and overhead utilities for the purpose of "declaration of retention of utility" easements. Note that the applicant will be required to make positive contact with each owner of the utilities to determine the nature and width of easement to be dedicated.
    - The original survey map shall be labeled "Exhibit A" and be on 8 ½" x 11" paper.
    - The legal description (metes/bounds including the length of the area described) shall be labeled "Exhibit B". In the event that multiple streets/alleyways are submitted, the original survey maps should be labeled "Exhibits A-1, A-2..." and the legal descriptions (metes/bounds) labeled "Exhibits B-1, B-2..."
  - (b) An agreement of understanding (attached) signed by the owners of all abutting/adjoining property to the area proposed for abandonment.
3. If this abandonment petition is affiliated with a proposed development project, the following information must be provided under item #1:
  - (a) Development project name (if subdivision, provide subdivision approval date)
  - (b) Type of Project (Single family, Multi-family, Commercial)
  - (c) Rezoning petition number/Council approval date
  - (d) Site plan of the proposed development
4. The petition is to be typed on 8 ½" x 11 white paper with a cover letter giving the name, address and telephone number of the person to be contacted if additional information is required.

5. A nonrefundable \$340 administrative fee will be due prior to any official guidance or comments from CDOT. This fee is designed to identify any fatal flaws or issues in a possible abandonment petition via an optional preliminary review, prior to the submittal of the nonrefundable application fee of \$4,590.
  
6. The total application fee for the abandonment process is a \$4,590 filing fee plus the \$340 administrative fee, regardless if the preliminary review service is utilized, for the first street or alleyway and \$2,000 for each additional street or alleyway submitted with the same petition. The petitioner is responsible for all other associated costs, including the boundary survey and metes-and-bounds description. This filing fee, once submitted, is nonrefundable. As not utilizing the preliminary review service does not reduce the total application fee, CDOT encourages customers to start with the \$340 preliminary review.
  
7. The average timeframe for abandonment of City of Charlotte maintained right-of-way is 6 to 8 months from beginning to end. This timeframe is highly variable, and all petitioners are encouraged to begin the processes well in advance of any required dates. The City cannot be held responsible for any delays resulting from the abandonment process.



**STATE OF NORTH CAROLINA**

**COUNTY OF MECKLENBURG**

**PETITION**

**TO THE MEMBERS OF THE CITY COUNCIL OF THE CITY OF CHARLOTTE,  
MECKLENBURG COUNTY, NORTH CAROLINA**

(name of petitioner) \_\_\_\_\_ respectfully files this Petition and requests that (a portion or all of),

(name of street or location of alley) \_\_\_\_\_

lying (general description of location) \_\_\_\_\_

\_\_\_\_\_ as shown on the map attached hereto and made a part hereof marked "Exhibit A", be closed and abandoned in accordance with the provisions of Chapter 160A, Section 299, subsection (a) of the General Statutes of North Carolina.

In support of this Petition, your petitioner respectfully alleges that:

1. (give reason for requested closing) \_\_\_\_\_

2. The closing of \_\_\_\_\_ Street is not contrary to the public interest.

3. No individual, partnership or corporation owning property in the vicinity of \_\_\_\_\_ Street or in the subdivision in which it is located will be deprived of reasonable means of ingress and egress to his or its property by virtue of the closing.

4. The street (or portion thereof) which petitioner requests be closed and abandoned is more particularly described by interested bounds in "Exhibit B", attached hereto and made a part hereof.

5. The street (or portion thereof), requested to be closed and abandoned has not been previously accepted by the North Carolina Department of Transportation for maintenance.

Wherefore, petitioner respectfully requests the City Council of the City of Charlotte consider this Petition and set the time for public hearing upon this matter as required by law.

Respectfully submitted the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(signature of petitioner)

\_\_\_\_\_  
(Print Name)

Address: \_\_\_\_\_

\_\_\_\_\_  
Telephone Number: \_\_\_\_\_

