



STREET / ALLEY CLOSURE INSTRUCTIONS

Post Office Box 45 Spencer, NC 28159-0045

704.633.2231 Office

704.633.3837 Fax

<http://www.ci.spencer.nc.us>

NOTE: Street and alley closings are two of the most extensive processes within Land Management in terms of the time required to complete. Please allow at least 3 months to completion in any plans you may be making with regard to the possible closing. This time may be considerably shorter or longer depending on various circumstances, such as the scheduling of board and committee meetings, the nature of the closing request, and timelines required for legal advertising.

Applicant's Responsibility:

Submit the enclosed petition to close the street or alley (or specific portions thereof), along with: A) survey; B) legal description; C) signatures of abutting landowners that support the petition; D) filing fee of \$400.00 for each petition.

Closing Procedures:

1. The petition goes to the Project Review Committee (PRC). PRC reviews the project and makes either a favorable or unfavorable recommendation to the Board of Aldermen, or may continue the item if further questions need to be answered.
2. A "Resolution of Intent" is placed on the Board of Aldermen's Agenda. The Board will hear the recommendation of the Committee and discuss the issue. The Board then:
 - a. Votes for the resolution, which sets a public hearing to decide upon the matter;
 - b. Votes against the resolution;
 - c. Returns the issue to the PRC for further information and thought as may be deemed necessary before proceeding.
3. If set for a public hearing, the Board will hear testimony from anyone in the public that wishes to speak for or against the closing prior to making a decision.
4. Once the matter has received a disposition by the Board of Aldermen either for or against, there is a 30-day appeal period in which any aggrieved party may file an appeal. For this reason, the Town sets a minimum 30-day waiting period before the filing of any such orders with the Rowan County Register of Deeds.





STREET / ALLEY CLOSURE PETITION

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Date: _____

To the Board of Aldermen of the Town of Spence, NC:

1. (I / We), the undersigned owners of real property abutting the street or alley described in Paragraph 3 below, respectfully request hat (this / this portion of) street or alley be ordered closed.
2. The street or alley to be closed is not currently in use by the Town of Spencer.
3. The location of the street or alley – or that portion of the street or alley – requested to be closed is described as follows (list legal description by metes and bounds, below or attached, and attach survey):

4. Names and signatures of those favoring petition. (This is simply for petitioning purposes. All evidence in testimony for or against this request will be considered in the process only if given in person at the public hearing.)

| | Name | Address | Signature |
|---|------|---------|-----------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

(attach additional sheets if necessary)

