



DEPARTMENT OF PLANNING & INSPECTIONS

116 W. BEVERLEY STREET | P.O. BOX 58 | STAUNTON, VA 24402 540.332.3862 (OFFICE) 540.332.3807 (FAX)

ALLEY & STREET VACATION APPLICATION

DATE OF APPLICATION: _____

APPLICANTS NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ ALTERNATE: _____

EMAIL ADDRESS: _____

LOCATION OF PROPERTY: _____

PLAT PROVIDED ____ YES ____ NO (REQUIRED)

LEGAL DESCRIPTION OF PORTION OF ALLEY OR STREET IN THIS REQUEST: _____

IS THE PORTION OF THE ALLEY OR STREET IN THIS REQUEST IMPROVED? ____ YES ____ NO

IF YES, IS IT BEING USED BY PERSONS OTHER THAN YOURSELF? ____ YES ____ NO

IF YES, EXPLAIN: _____

TO YOUR KNOWLEDGE, ARE THERE ANY UTILITIES IN THE PORTION OF THE ALLEY OR STREET AFFECTED BY THIS REQUEST? ____ YES ____ NO IF YES, EXPLAIN?

PURPOSE OF THE REQUEST? _____

ORDINANCE PROVIDED? ____ YES ____ NO

*An electronic copy, in word document format, must be emailed to Planning Office. Application is considered incomplete until this is provided.

FEE PAID? ____ YES ____ NO *check or cash only

SIGNATURE OF APPLICANT _____
