

**POLICY FOR CONSIDERATION AND REVIEW OF
APPLICATION TO VACATE A STREET, ALLEY, ROAD,
EASEMENT, PUBLIC WAY, PLAT OR PORTION THEREOF
September 7, 2023**

1. The Board of Supervisors will consider applications for vacations during the Department of Utilities' portion of regularly scheduled meetings of the Board.
2. All requests for vacations shall be referred to and handled by the Real Property Office of the Department of Utilities.
3. A \$650.00 fee (processing fee plus the estimated cost of advertising and recordation) shall be charged for each application. The vacation fee may be increased if the cost to record the vacation ordinance exceeds \$51.00.
4. Once an application has been filed for a requested vacation, no portion of the \$650.00 fee will be refunded to the applicant, even if the request is denied or the application is withdrawn.
5. In cases where the application is for the vacation of a right of way, street, alley, or road, all affected owners must sign the Acknowledgement Statement attached to the application or be notified by certified letter and a copy of the certified letter and return receipt submitted with the application.
6. No application will be considered unless a complete application, plat, fee, and Acknowledgement Statements, or copies of the certified letters and return receipts, if required, are received by the Real Property Office.
7. Upon receipt of the application, fee, plat, and Acknowledgement Statements, or copies of the certified letters and return receipts, if required, the Real Property Office shall route the request to staff for recommendations of approval or disapproval. All recommendations shall be returned by the date specified by the Real Property Office.
8. After staff review, the Real Property Office shall prepare the proposed ordinance and forward to the County Attorney for legal review.
9. The Real Property Office shall place a request on the Board of Supervisors Agenda to set a public hearing at a future date to consider the ordinance to vacate.
10. The Real Property Office shall advertise the public hearing and place the ordinance to vacate request on the Board of Supervisors Agenda.
11. Upon approval of the proposed ordinance, any conditions or restrictions placed therein by the Board shall be incorporated into the ordinance by the Real Property Office and approved by the County Attorney. A certified copy of the ordinance shall be returned to the Real Property Office who shall record the ordinance in the Clerk's Office of the Chesterfield County Circuit Court, no sooner than thirty days after the Board meeting, and notify the applicant of the date of recordation.

**APPLICATION TO VACATE A STREET, ALLEY, ROAD
EASEMENT, PUBLIC WAY, PLAT OR PORTION THEREOF**

Vacation of: Road Easement
 Other _____

Location of Area to be Vacated:

Property Address: _____

PIN: _____

Subdivision name: _____ Section: _____ Block: _____ Lot: _____

Name of Road or Type of easement: _____

Owner Information:

Owner/Agent Name (circle one): _____

Mailing Address: _____

Telephone numbers: Home: _____ Office: _____ Cell: _____

E-mail Address: _____

Fully explain the reasons for the request:

A copy of the plat showing the proposed vacation must be submitted with this application.

A check in the amount of \$650.00, payable to the Treasurer, Chesterfield County, Virginia, must be submitted with this application.

When the completed application is received, the applicant will be notified of the prospective date and time of the public hearing at which the Board will consider the request.

I/We hereby certify that all the above statements and the statements contained in all required documents submitted herewith are true:

Date: _____

Signature of applicant(s)/agent: _____

Printed Name

Submit this application, fee, plat, Acknowledgement Statements and any other relevant documents to:

Real Property Office
P.O. Box 608
County of Chesterfield
Chesterfield, Virginia 23832
Telephone No.: 748-1362



**Chesterfield County, Virginia
Real Property Office**

9840 Government Center Parkway - P.O. Box 608 - Chesterfield, VA 23832
Phone: (804) 748-1361 - Fax: (804) 751-4437 - Internet: chesterfield.gov

**Dean R. Sasek
Manager**

Acknowledgement Statement

I/We, _____ owner(s)
of a parcel/parcels of land known, numbered, and designated as _____

_____ am/are aware of the application filed with Chesterfield County requesting the vacation
of _____ adjacent to my/our property.

I/we, have no objections to this vacation:

OWNER DATE

OWNER DATE

I/we object to this vacation for the following reasons:

OWNER DATE

OWNER DATE