

## Town of Shenandoah 426 First Street Shenandoah VA 22849 (540) 652-8164

## REQUEST TO VACATE STREET OR ALLEY APPLICATION INSTRUCTIONS

It is the responsibility of the applicant to complete this form in its entirety and as precisely as possible.

A non-refundable filing fee of \$100.00 is due when application is returned

Checks should be made payable to Town of Shenandoah. Credit/debit cards are also accepted.

Please return the following documentation along with the completed application and payment:

- 1. A copy of the deed(s) to the property to which the street or alley adjoins (may be obtained from the Page County Circuit Court). Also, attach a copy of the paid tax receipt for the property to which the street or alley adjoins (may be obtained from the Shenandoah Town Office).
- 2. A copy of a survey plat by a registered surveyor, licensed in Virginia (if available) OR a copy of the tax map showing your property and the street or alley to be vacated.
- 3. The applicant is responsible for payment of all other fees associated with this request (i.e. advertisement, notice to adjacent property owners, fees for site-committee visit/report, etc). Upon approval, the applicant also is responsible to pay for a survey and the fair market value of the property, prior to this approval being deemed final. Failure to pay all the required fees will result in the approval being deemed null and void. The applicant is responsible for the cost of the deed(s)s to be written and the recording the final plat(s)/deed(s) with the Clerk of the Page County Circuit Court.
- 4. Questions may be directed to the Town Hall at (540) 652-8164. Hours of operation are 8:30 a.m. to 5 p.m. Monday through Friday. The office is closed daily for lunch from 12 noon to 1 p.m.

Please note: ADDITIONAL INFORMATION MAY BE REQUIRED IF THE TOWN DETERMINES IT IS NECESSARY TO ENSURE THE REQUEST CONFORMS WITH THE CODE OF THE TOWN OF SHENANDOAH AND ALL STATE CODE REQUIREMENTS.

A public hearing will be held by the Shenandoah Town Council regarding this request.



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## REQUEST TO VACATE STREET OR ALLEY APPLICATION

DATE:	FEE: \$100.00
ALLEY NO.	OR STREET NAME
The applicant is the 🛭 OWNER	□ OTHER (check one)
OWNER'S Name	
Address:	
Phone:	
OCCUPANT'S Name	
Address:	
Phone:	
property.  5. Property is zoned:  6. If approved, it is proposed that the limit is proposed that the l	fy that the above information is correct and true. I (we) ndoah requires that I (we) pay all other fees associated t, notice to adjacent property owners, fees for siteapproval, the applicant also is responsible to pay for a the property, deeds and recording fees prior to this nat such approval shall not be considered valid until
Signature of Owner(s):	
Signature of Owner(s):	
consolidation of property on this	, personally appeared before me in my the foregoing statements regarding an application for day of
Notary Public (ID#	My commission expires:

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NAMES AND COMPLETE MAILING ADDRESSES OF ALL ADJACENT PROPERTY OWNERS, INCLUDING ACROSS ANY STREET OR OF RIGHT-OF-WAY. (Continue on a separate sheet if necessary).	
1. OWNER'S Name	
Address:	
2. OWNER'S Name	
Address:	
3. OWNER'S Name	
Address:	
4. OWNER'S Name	
Address:	
5. OWNER'S Name	
Address:	
Dates public hearing was advertised:	
Action of Town Council:   APPROVED DENIED	
Clinton O. Lucas, Jr., Mayor	