

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

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 vacation shall be referred to and handled by the Real Property Office of the Department of Utilities.
3. A \$550.00 fee (application fee plus the estimated cost of advertising and recordation) shall be charged for each application.
4. Once an application has been filed for a requested vacation, no portion of the \$550.00 fee will be refunded to the applicant, even if the request is denied or the application is withdrawn.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 adjoining owners must sign the approval 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 petition will be considered unless an application, plats, fees, and approval 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, fees, plats, and approval statements, or copies of the certified letters and return receipts, if required, the Real Property Office shall route the plat to staff and Comcast Cable, 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 advertise the notice of public hearing to consider the ordinance to vacate.
10. The Real Property Office shall place the 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 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 will record the ordinance and notify the applicant when the vacation is effective.

**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: \_\_\_\_\_

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:

\_\_\_\_\_  
\_\_\_\_\_

Fully state the proposed use of the land to be vacated:

\_\_\_\_\_  
\_\_\_\_\_

Six copies of the plat must be submitted with this application.

A check in the amount of \$550.00 (application fee and the estimated cost of advertising and recordation), 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 date and time at which the Board will consider the request.

Upon approval of this request by the Board of Supervisors, the County Attorney will revise the agreement or ordinance by incorporating therein any conditions or restrictions requested by the Board. The revised document will be returned to the Real Property Office who shall record it in the Clerk's Office of the Chesterfield County Circuit Court and notify the applicant of the date of recordation.

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: \_\_\_\_\_

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Submit this application, fees, and the required 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) 751-4687 - Internet: chesterfield.gov

Dean R. Sasek  
Manager

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