

**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 \$400.00 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no portion of the \$400.00 fee will be refunded to the applicant, even if the request is denied or the application is withdrawn.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

The following information must be typed or printed and completed in full. Attach additional information pages where necessary. **No application will be considered unless all necessary documents and fees are received by the Right of Way Office.**

1. IDENTIFICATION OF REQUEST

Vacation of: ( ) Road ( ) Easement  
( ) Other \_\_\_\_\_

2. APPLICANT AND AGENT

a) Name of applicant: \_\_\_\_\_  
(If a corporation or private person, represented by an attorney, lines D through F below must be completed.)

b) Mailing Address: \_\_\_\_\_

c) Telephone numbers: Home: \_\_\_\_\_ Office: \_\_\_\_\_

d) Agent's name: \_\_\_\_\_

e) Agent's mailing address: \_\_\_\_\_

f) Agent's telephone number: \_\_\_\_\_

3. LOCATION OF PROPERTY

This information must be completed and is available from the Office of the County Assessor. Attach additional pages where necessary.

a) Magisterial District: \_\_\_\_\_

b) PIN: \_\_\_\_\_

c) Subdivision name: \_\_\_\_\_ Section: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

d) Subdivision plat by: \_\_\_\_\_

e) Subdivision plat dated: \_\_\_\_\_

f) Plat book: \_\_\_\_\_ Page: \_\_\_\_\_

g) Street Address: \_\_\_\_\_

h) Type of easement (where applicable): \_\_\_\_\_

i) Existing land use(s): \_\_\_\_\_

j) Existing structure: \_\_\_\_\_

k) Existing zoning: \_\_\_\_\_

4. Fully explain the reasons for the request: \_\_\_\_\_

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

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

7. A check in the amount of \$400.00 (application fee and the estimated cost of advertising and recordation), payable to the Treasurer, Chesterfield County, Virginia must be submitted with this application.

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

9. 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 Right of Way Office who shall at the applicants expense, record it in the Clerk's Office of the Chesterfield County Circuit Court and notify the applicant of the date of recordation.

**Incomplete applications will delay the scheduling and hearing of requests.**

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

Date: \_\_\_\_\_

Signature of applicant(s): \_\_\_\_\_

\_\_\_\_\_

Signature of Agent: \_\_\_\_\_

Submit this application, fees, and the required documents to:

Real Property Technician  
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  
Real Property 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