



**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) 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: _____

1. Address of property adjacent to street or alley: _____
2. Size of property: _____
3. Tax Map number: _____
4. Alley OR Street to be vacated is located ☐ IN FRONT ☐ IN REAR ☐ BESIDE my property.
5. Property is zoned: _____
6. If approved, it is proposed that the following buildings/additions will be constructed:

I (we) the undersigned do hereby certify that the above information is correct and true. I (we) further understand the Town of Shenandoah requires that I (we) pay 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, deeds and recording fees prior to this approval being deemed final and that such approval shall not be considered valid until these fees are paid.

Signature of Owner(s): _____

Signature of Owner(s): _____

Commonwealth of Virginia
County of Page
To-Wit:

_____, personally appeared before me in my jurisdiction aforesaid and certified to the foregoing statements regarding an application for consolidation of property on this _____ day of _____, 20____.

Notary Public (ID# _____) My commission expires: _____

OFFICE USE ONLY:

**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: _____

Date of public hearing: _____

Action of Town Council: ☐ APPROVED ☐ DENIED

Clinton O. Lucas, Jr., Mayor