

Metropolitan Government Department of Public Works

750 South 5th Street ♦ Nashville, TN 37206 ♦ (615) 862-8750 ♦ www.nashville.gov/pw

Mandatory Referral Application: *Street / Alley Closure*

*** Before filing this application, please review checklist on the back of this application. ***

Mandatory Referral Project No. _____
(MPW staff assigns project #)

Date Submitted: _____

Closure Type:

- Street
 Alley

Easements:

- Retain utilities
 Abandon utilities & relocate at applicant's expense

Street/Alley Location:

Street Name(s) / Alley Number(s)

Street / Alley Located Between?

Reason for Closure:

Applicant: All correspondence will be mailed to the applicant.

Architect Engineer Property Owner Other: _____

Name: _____

Business: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____
 business home business mobile

Fax: _____
 business home business mobile

E-mail: _____

Applicant's Signature: _____

Filing Fee (All application fees are non-refundable)

Street / Alley Closure \$300.00

Amount paid: \$ _____

Accepted by: _____ Date: _____

Mandatory Referral ✓ Checklist

- Mandatory Referral Application**
- Filing Fee \$300 (All application fees are non-refundable)**
Cash or check. If check, make payable to "Metropolitan Government". Credit cards not accepted.
- Property Map**
Highlight with marker location of street or alley to be closed.
- Signatures of All Abutting Property Owners**
You must obtain the signature of all property owners whose property abuts (i.e. touches) the proposed street or alley closure or would be affected by its closure, prior to submittal of application. Failure to provide this information will deem your application **incomplete** and postpone your application's consideration by the Metropolitan Planning Commission.
- Lot Consolidation Plat**
If any landlocked properties (lots/parcels) will result from your proposed closure, even if all properties are owned by same entity, a plat consolidating all properties with the proposed right-of-way must be submitted with this application.
- Subdivision Plat**
*If you're requesting abandonment of easements and utilities exist within the right-of-way, a plat must be submitted with this application identifying the location of all existing utilities and their future relocation or disposition. If easement is **improved**, a separate mandatory referral application will need to be submitted to abandon those easements requiring an additional fee of \$300 in conjunction with the plat submittal. If easements **are not improved**, easements can be abandoned by plat and a separate mandatory referral application is not necessary. Drainage easements are considered improved, even if it is a drainage swale, and a separate mandatory referral application and filing fee must be submitted in conjunction with the plat. Council approval is required of improved easements to be abandoned and/or relocated.*
- Traffic Study**
If more than 1,000 vehicles per day use street or alley proposed for closure, a traffic impact study as required by council bill O87-1679, must be submitted with this application. Contact Traffic Engineer for more information at 615-862-8787.
- Review / Approval by Department of Public Works Surveyor**