



Mandatory Referral Application Permanent Street/Alley Closure

750 South 5th Street | Nashville, TN 37206 | 615-862-8750 | Nashville.gov/NDOT

Before completing this application, please review the checklist.

Mandatory Referral Project Number: _____ Date Submitted: _____

(Metro Planning staff assigns project numbers.)

Closure Type:

- ☐ Street
☐ Alley

Easements:

- ☐ Retain utilities.
☐ Abandon utilities and relocate at applicant's expense.

Street/Alley Location: Street Name(s)/Alley Number(s) _____

Street/Alley Located Between: _____

Reason for Closure

Applicant Information

All correspondence will be mailed to the applicant.

☐ Architect ☐ Engineer ☐ Property Owner ☐ Other

Name: _____

Business: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Applicant's Signature: _____

Filing Fee

All application fees are non-refundable.

Street/Alley Closure Fee: \$600

Amount Paid: \$ _____

Accepted by: _____

Date: _____

SIGNATURE(S)

(copy this sheet if needed for additional signatures)

As the owner(s) of property, I/we agree to the submission of this mandatory referral application to the Nashville Department of Transportation and Multimodal Infrastructure (NDOT) for a street and/or alley closure. We live adjacent to this street/alley and/or we consider ourselves an affected property owner.

[illegible]

Mandatory Referral Checklist

☐ **Mandatory Referral Application**

☐ **Filing Fee \$600 (All application fees are non-refundable.)**

Cash or check. If check, make payable to “Metropolitan Government”. Credit cards are not accepted.

☐ **Property Map**

Highlight with marker or designate 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.

If a property is owned by a church or business a notarized affidavit must be provided giving the person who signs the signature page the authority to do so.

If the right-of-way proposed to be abandoned is adjacent to Railroad right-of-way a Certified Letter must be mailed to the Railroad Company giving them notice of this abandonment request and a copy must accompany this application. You may contact the NDOT Records Section for a form letter to be sent to the Railroad at 615-862-8781.

☐ **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 request abandonment of easements and utilities that 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 for 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 615-862-8689.

☐ **Review by NDOT Records Section**

Email **completed** application to [Sara Cain](#) prior to submittal to make sure all required items are included and to receive NDOT Engineer or Surveyor review.

☐ **Review/Approval by an NDOT Engineer or Surveyor**

☐ **Mail or deliver** completed application and **Filing Fee** to:

Nashville Department of Transportation and Multimodal Infrastructure (NDOT)
Records Section
720 S 5th St
Nashville, TN 37206