

**Kanawha County
Planning and Development
Street Abandonment and Closing Application**



A citizen's guide to closing paper streets or unused undeveloped streets in the unincorporated areas of Kanawha County

The following is the step by step procedure to be observed by any person seeking to permanently close paper streets or unused undeveloped streets in the unincorporated areas of Kanawha County.

All abandonment request instituted by a property owner in the county should originate in the Planning and Development Office, 407 Virginia Street East, 2nd Floor. To begin the process, a petition for abandonment must be filed. The following information must be provided with the petition.

- Survey map of the property requested to be closed. The survey map shall show the names of all adjacent property owners from the beginning to the end of street.
- Survey map must be signed and sealed by a license surveyor. The map must show entire length of street, and any associated alley, lane, road or public right-a-way, side and front streets.
- A metes and bounds description of property requested to be closed.
- A list of all property owners name and addresses whose property is within 300 feet of the proposed abandonment.
- A statement identifying any encroachments (buildings, fences, etc.) on the subject property.
- A statement outlining the reason for closure. This statement must include the proposed benefits to the public as a result of the abandonment.
- A statement of justification for the proposed closure. This statement should include any circumstances pertaining to the subject property such as topography, slope, limited access, or other physical constraints.
- A statement regarding the current use of the street.

In addition to the petition, the applicant must submit the following:

- A filing fee of \$50.00
- Checks made payable to the Kanawha County Commission

Upon receipt of the petition and all supporting documentation, the Planning Director will prepare a legal ad to be posted in the local newspaper and property owners within a 300 foot radius of the subject property will be notified of the time, date, and place of the hearing.

After considering all evidence and testimony presented at the public hearing, the Kanawha County Planning Commission will forward its recommendation regarding the proposed closure/abandonment to the Kanawha County Commission.

Filing Fee: \$50.00	Kanawha County	
Planning and Development Office		
Petition		
Requesting Abandonment of Streets, Alleys in the unincorporated areas of Kanawha County.		
Name of Applicant:		
	Last Name:	First Name:
Address:		
	Street:	
	City:	State: Zip:
Phone:		
Street, Alley, or Right-of-Way to be closed or abandoned:		
Be sure the following supporting documentation that is mention in the bulleted area above is attached.		
Applicant Signature:		Date:

(mm / dd / yy)

For Planning and Development Staff Use Only:
Date Received:
KCPC Hearing Date:
KCC Hearing Date:

(mm / dd / yy)