

**Procedure for
PETITION TO VACATE RIGHT-OF-WAY**

Step 1 – Office Visit

The petitioner(s) contact City Engineering staff to discuss matter.

Identify right-of-way on Tax Map.

Identify right-of-way on survey plats, if available.

Determine ownership as public or private (via Tax Map, plats, deeds, etc.).

NOTE: Procedure ends at this point if ownership is private.

Determine status of right-of-way, i.e., Open/Closed/Improved/Unimproved/etc.

Step 2 – Draft Documentation (by Staff)

Identify owners of adjoining parcels.

Determine what, if any, utilities are present

Prepare description of right-of-way and fill in Petition to Vacate form.

Step 3 – Data Collection (by Petitioner)

Obtain signatures of adjoining property owners on Petition.

Submit signatures on Petition to City Staff.

Step 4- Finalize Documentation (by Staff)

Determine available newspaper advertising/affidavit/City Council dates.

Dates should be two successive weeks, one week apart (min.) with second at least **one week** before council meeting.

Prepare draft Notice form with above information.

Notify petitioner(s) to pick up documents.

Provide memo including description and aerial view to City Attorney, BVUB, Fire, Police and City Manager **two weeks** before council meeting.

Step 5 – Finalize Documentation (by Petitioner)

Arrange publication of Notice with local newspaper.

Submit completed Petition and Affidavit to City Engineering Staff.

NOTE: The Petition and Affidavit must be delivered to the City Engineer's office on Wednesday before the advertised City Council meeting date. Failure to meet this deadline will not allow the matter to be placed on the City Council agenda.

Step 6 – Deliver Documentation (by Staff)

Deliver original petition and affidavit with **nine** copies of the tax maps to City Manager's office to be added to agenda by **noon Thursday** prior to council meeting.

Step 7 – City Council Action

Consider Petition.

COUNCIL MEETS 2nd AND 4th TUESDAY

PETITION TO VACATE RIGHT-OF-WAY

We, the undersigned abutting property owners, hereby petition the Bristol Virginia City Council to take whatever action is necessary to vacate and abandon the public right-of-way located and described as follows:

PROPERTY DESCRIPTION

NAME	ADDRESS
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NAME	ADDRESS
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NAME	ADDRESS
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NAME	ADDRESS
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