



Town of North Wilkesboro Planning Department

STREET CLOSING APPLICATION

(Submit complete application with fee to Town Clerk's Office)

Submittal Information (Completed by Town Clerk)

Date/Time rec'd:	Rec'd by:	Amount Paid:
------------------	-----------	--------------

Tracking Information (Completed by Planning Department)

Record #:

Street Closing Process

ONLY COMPLETE APPLICATIONS CAN BE ACCEPTED

Pursuant to N.C.G.S 160A-299, street closings require the Town Board to first adopt a resolution declaring its intent to close the street or alley and calling for a public hearing on the question. The resolution shall be published once a week for four consecutive weeks prior to the hearing. It is important that you or your spokesperson attend the hearing to adopt the resolution and the public hearing. At the public hearing, any person may be heard on the question of whether or not the closing would be detrimental to the public interest or the property rights of an individual.

Any person aggrieved by the closing of any street or alley, including the Department of Transportation, if the street or alley is under its authority and control, may appeal the Board's order to the General Court of Justice within thirty (30) days of its adoption.

REVIEW PROCESS:

- A complete application with the fee paid in full is submitted to the Town Clerk's Office.
- The Planning & Inspections Department is forwarded the application for processing and review.
- The Planning & Inspections Department distributes the request to various Town and County departments and utilities, and awaits comments from these department and agencies.
- The Planning & Inspections Department forwards comments, along with corrections (if any) needed for the *Street Closing and Recombination Plat*, to the applicant.
- Once comments are addressed and the draft plat is deemed to be correct and recordable, the request is scheduled for the Board of Commissioners to "Set a public hearing."
- The Board of Commissioners will generally conduct the public hearing a month from the date it sets the public hearing.
- The Board of Commissioners conducts the public hearing and can approve, deny, or continue the case if it deems more information is needed before a decision can be made.

Contact Information:

If you have any questions, please contact Meredith Detsch, Planning Director of North Wilkesboro, at 336-667-7129, ext. 3011, or email planning@north-wilkesboro.com between 8:00 a.m. and 5:00 p.m. on weekdays.

Street Information

Name of street/alley/
road to be closed:

Jurisdiction: Town of North Wilkesboro

Length to be closed (linear feet):

Plat or deed book reference
Dedicating public right-of-way:

Area to be closed (square feet):

Reason for street closure:

Applicant(s) Information (attach more sheets if necessary)

Name(s):

Address:

Phone:

City/State/Zip:

Email:

I certify that all of the information presented by me in this application is accurate to the best of my knowledge, information, and belief.

Applicant Signature

Date

Name(s):

Address:

Phone:

City/State/Zip:

Email:

I certify that all of the information presented by me in this application is accurate to the best of my knowledge, information, and belief.

Applicant Signature

Date

Application Requirements	Applicant Initial	Staff Initial
Street Closing Application (this form): Signatures must be original		
\$200 Fee: Payment by check is preferred but the Town accepts all payments. If writing a check make it payable to "Town of North Wilkesboro." A receipt will be provided.		
Legal metes and bounds description of the proposed street/alley/road to be closed: One (1) hardcopy and one (1) digital version emailed to planning@north-wilkesboro.com		
Street Closing and Recombination Plat: Four (4) full-size copies and one (1) 11 X 17 reduction, prepared by a licensed surveyor. Plat shall meet the requirements of the attached "Street Closing Plat Checklist" (Page 4).		
Statement of purpose for the request: Include a list of additional applications associated with the request (plats, site plans, zoning map change, etc.) and provide a brief description with an 11 X 17 reduction of those plans.		

**Please submit payment and application to Town Hall in Downtown North Wilkesboro,
Attention Town Clerk, Debbie Pearson
832 Main Street North Wilkesboro, NC 28659**

**Or Mail to
PO Box 218 North Wilkesboro, NC 28659**

Town of North Wilkesboro Planning Department

STREET CLOSING PLAT CHECKLIST

STREET CLOSING PLATS MUST CONTAIN THE FOLLOWING ELEMENTS AND INFORMATION, AS NOTED:

Cover Sheet (or Top Sheet)

- Vicinity map with north arrow
- Stamping area (lower right corner; 3" X 4")
- Site data table
- Name of proposed project (shall not duplicate existing project name)
- Name and contact information for owner, applicant, and surveyor responsible for preparing the plat
- Township Name: North Wilkesboro, Wilkes County, North Carolina
- Date (original and all revisions)
- Page number of total page

Existing Conditions and Features – on site and within 100 feet of property:

- Metes and bounds property boundary with north arrow and graphic scale
- Current property owner of each tract
- Property Identification Number for each tract
- Property lines of adjacent properties
- Adjacent property owners
- Adjacent existing streets (name and ROW width)
- Existing building footprint(s) with square footage, type of structure, and number of stories
- Existing septic tanks, drain fields, and wells if present
- Utility easements (type and size)
- Railroads
- Cemeteries

Proposed Conditions and Features:

- New property lines
- Proposed lot sizes
- Proposed utility and storm drainage easements (only private easements are exempt, unless created by the Town)
- Street addresses (optional for exempt plats but will be required prior to building permit)

Certificates Required:

- Surveyor's certificate
- Plat classification certificate required by GS 47-30 as revised
- Review officer certification (to be signed by Register of Deeds Office) as required by GS47-30, as revised