



Application for

Street Closing and Abandonment

SCA
10/11

This application must be filed in duplicate, with attachments, in the office of the City Clerk

City of Rockville

Department of Public Works

111 Maryland Avenue, Rockville, Maryland 20850

Phone: 240-314-8500 • **Fax:** 240-314-8539 • **E-mail:** transportationinquiry@rockvillemd.gov • **Web site:** www.rockvillemd.gov

A permanent street closing and abandonment releases the City's interest in public rights-of-way that do not currently serve, and are not expected to fulfill, a public use. This process is governed by Chapter 21, Article III of the Rockville City Code. Applications for an abandonment should include the full width of the subject right-of-way and extend from one public street to the next.

Once an application is accepted, City staff evaluates the current and expected use of the right-of-way and schedules a Mayor and Council public hearing. Upon completion of the hearing and subsequent comment period, staff makes a recommendation to Mayor and Council, who make the final decision regarding the outcome of this application.

As of July 1, 2011, filing fees for this application are:

1. Residential Application: \$500
2. Non-Residential Application: \$4,500

Applicant Information:

Applicant Name _____

Address _____

Phone: (h) _____ - _____ (c) _____ - _____ (w) _____ - _____

Email Address (h) _____

(w) _____

Subject Right-of-Way Description

Generally described by name and United States Post Office numbering or intersecting streets as follows:

STAFF USE ONLY

To be filled in by the Clerk:

Application # SCA _____

Filing Date _____

Hearing Date _____

Decision and Date _____

The undersigned hereby makes application with the Mayor and Council of Rockville, Maryland, for the permanent closing and abandonment of the public way described herein, and in support of such application supplies the following information:

(a) The name and address of the undersigned area as indicated on page 1.

(b) The public way which is the subject of this application is generally described by name and United States Post Office numbering or intersecting streets as indicated on page 1.

(c) The interest of the undersigned in such public way is as follows: _____

(d) The reasons for making such application are as follows: _____

(e) A description by metes and bounds of the public way which is the subject of this application is as follows:

(f) According to assessment records, all of the owners of real property immediately adjacent to the public way, which is the subject of this application, are as follows:

Name	Address
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____

Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, 20 ____ .

Notary Public
My Commission Expires _____

Application Checklist:

- Complete Application
- Filing Fee
- Contact information for applicant
- Addresses and names of all abutting property owners
- Narrative stating the reason for the request

Survey Information (3 copies each):

- (a) Metes and Bounds Legal Description
 - Certified correct and sealed by a Professional Land Surveyor, licensed in the State of Maryland

- (b) Exhibit including the following information:
 - Certified correct and sealed by a Professional Land Surveyor, licensed in the State of Maryland
 - Area of subject right-of-way in square feet and acreage
 - All proposed or previously dedicated street names and right-of-way widths
 - Printed at an appropriate scale on one of the following: 8.5"x11", 11"x14", 11"x17"
 - Adjacent property owner information including street addresses
 - Curve and line data
 - All private and encroachments within the right-of-way

Comments on Submittal: (For Staff Use Only)
