



PROCEDURE TO CLOSE STREET/ALLEY

- The requestor must 'petition' for the closing. There is no format for this, but what Civil Engineering is looking for is a written request/consent from all parties owning property adjacent to the street/alley in question.
- When this 'petition' is presented to the Civil Engineering office, a fee (\$350) is charged for engineering, advertising, and legal work in connection with the request.
- **City Engineer forwards closing request to City Attorney, City Attorney prepares Public Hearing Notice proposing street/alley to be closed, and notifies affected property owners as required, and advertises the notice in the paper.**
- When it has been determined by City staff that the City has no reason not to consent to the closing, the request is put on the Council agenda for Council approval.
- Council approval is granted by ordinance, at two separate meetings.
- After the ordinance is adopted by Council, the street/alley property is 'split' between the property owners on either side of the property in question.
- It becomes the responsibility of the property owner(s) to then have their deeds changed to reflect the addition of the street/alley property.