



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
BUILDING AND LAND REGULATION ADMINISTRATION
OFFICE OF THE SURVEYOR
941 North Capitol Street NE, Suite 2700
Washington DC 20002

**INSTRUCTIONS FOR FILING AN APPLICATION
TO CLOSE A STREET OR ALLEY**

Chapter 1400 of Title 24, District of Columbia Municipal Regulations (DCMR) sets forth regulations related to the process of closing streets and alleys. When an application is filed, the following information is required:

1. A completed Surveyor's Office Application Form SA-1 (closing under a public hearing) or Application Form SA-2 (closing without a public hearing);
2. A written statement by abutting property owners in support of the application when filing for a closing without a public hearing using Form SA-2;
3. A letter, which describes in detail the purpose and nature of the street or alley closing;
4. A suitable sketch of the proposed closing;
5. The initial \$1,870.00 filing fee, made payable to the DC Treasurer;
6. A completed Retail Tenant Displacement Form;
7. First Source Employment Agreement; and
8. Six sets of the site development plan with a copy of the official street, grade, map or alley grade sheet for the particular street or alley to be closed, whenever the purpose is for the following:
 - **Assembly of property for subsequent sale**
 - **Office building**
 - **Apartment house**
 - **Condominium**
 - **Multiple building site**
 - **Commercial utilization**
 - **Industrial utilization**
 - **Church affiliated use**
 - **Educational facility**
 - **Enhancement of parking**

Note that specific requirements for the site development plan are set forth in Title 24, Chapter 14, subsections 1400.7 and 1400.8 of the DCMR

Note: Item 7 above does not apply to the District of Columbia Housing Authority; however the Authority shall submit with the application six copies of its approved development guidelines for the particular location of the closing.



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INFORMATION ON STREET OR ALLEY CLOSING APPLICATIONS

1. The application and all required supporting documents shall be filed with the Office of the Surveyor along with the prescribed filing fee. Make checks payable to **DC Treasurer**.
2. A public hearing is required unless the application is of a category that can be accomplished on the basis of written support by certain property owners. The categories of streets and alleys eligible for this process are stipulated on the application form prescribed for use "without a public hearing". You must use the appropriate form furnished by the Office of the Surveyor for this purpose.
3. Upon completion of the required review, you will be notified by the Surveyor of the results and given instructions to resolve objections, or to accept conditions set forth by the reviewing agencies or utility companies. You will also be notified of any additional fee that must be paid, based on your application. Any deposits that are required by the reviewing agencies must be paid before the closing plat will be recorded. Applicants will coordinate directly with the responsible agency in making such payment, and must provide evidence of this fact to the Surveyor.
4. Reverting or Vesting of Closed Street or Alley

The reverted street or alley will normally be divided down the middle and vested in the owner of each abutting property. You should consult with the Surveyor as to the manner and procedure for vesting other than by this general practice.
5. Streets and Alleys Whose Titles are held by the District or the United States Government

Where title to the street or alley, of which all or part is to be closed, can reasonably be determined to be held by the United States or the District, the Council may dispose of the property to the best advantage of the District and may assess the fair market value of the land and the value of the District's improvements on the land to the person(s) to whom the title to the land is to vest.
6. Contingency

The City Council may make the approval of a closing of all or part of a street or alley contingent upon any or all of the following:
 - (1) The dedication of any other land for street or alley purposes;
 - (2) The granting to the District of specific easements for public purposes;
 - (3) Any other condition(s) the Council deems necessary.
7. L'Enfant Plan Streets

If the street to be closed is located on the L'Enfant Street Plan, the application will be reviewed by the Historic Preservation Review Board. The Surveyor will make the referral when processing the application.

8. National Capital Planning Commission

All applications for street and alley closings are reviewed by the National Capitol Planning Commission except for special cases of alley closings. The Surveyor will make the referral when processing the application. The special cases not requiring referral are as follows:

- a. All or part of an alley where the width of the alley is 10 feet or less, and the application has been supported in writing by all of the owners of all the property abutting the entire alley;
- b. All or part of any alley when the application has been supported in writing by all of the record owners of all the property abutting the entire alley, and when land in the same square is concurrently provided for alley purposes by dedication.
- c. All or part of any alley when:
 - (1) The closing is supported in writing by all of the owners of the property in the square;
 - (2) The alley, all or part of which to be closed, is located entirely within 2/3 of the square owned by the persons supporting the closing; and
 - (4) The owners propose to develop the entire area of the square which they own; and
- b. All or part of any alley when the District or the United States holds title to all of the property abutting the alley, all or part of which is to be closed.

9. Public Notice Requirements

a. Written Notice, Signs and Certification Applications that Require Public Hearings

At least fifteen days and no more than sixty days prior to a public hearing you are required by law to:

- (1) Give written notice of the date, time and location of the public hearing to all of the owners of all the property on both sides of the block(s) of the street which abuts the block(s) of that street to be closed or which abuts that entire alley. Information about abutting property owners is available at the Office of Real Property Tax of the Department of Tax and Revenue. (See attached sample forms 11.1 and 11.2)
- (2) Prepare and post a sign, which indicates the date, time, and location of the public hearing, at each end of the block(s) of that street to be closed or at each entrance from a street to any alley in the square.
- (3) You are also required to certify to the Council of the District of Columbia that the notice has been given. You must provide the Office of the Surveyor with a post office receipt of proof of mailing of the notice to the property owner's last known address and a photograph of each sign.
- (4) You must pay the prescribed fee for a public hearing before the application will be sent forward to City Council.

- b. Written Notice, Signs and Certification for Applications that **DO NOT** require a public hearing

At least fifteen days and no more than six months prior to final consideration by the Council of the District of Columbia of proposed legislation to close all or part of a street or alley, you are required by law to:

- (1) Give a written notice of the Council's intent to consider the proposed legislation to all of the owners of all of the property on both sides of the block(s) of the street or which abuts the alley system. The alley system consists of all alleys in the square;
- (2) Certify to the Council of the District of Columbia that the notice has been given. You must provide the Office of the Surveyor with a post office receipt of proof of mailing of the notice to the property owner's last known address and a photograph of each sign; and
- (3) Prepare the statement of property owners' support, which shall be in the format prescribed by the Office of the Surveyor. You are required to obtain an ownership certification in the Office of Real Property Tax of the Department of Tax and Revenue, each sheet of the statement; you should then deliver the certified statement to the Office of the Surveyor.



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Surveyor's Office File No. _____ Date _____

*APPLICATION FOR CLOSING A STREET OR ALLEY
(No Public Hearing Required)*

Part I - Location

Name of street (s): _____

Abutting Squares _____

Portion to be closed: _____

AS PER SKETCH ATTACHED

Alley(s)

Name of alley (s): _____

Abutting Lots: _____

Portion to be closed: _____

AS PER SKETCH ATTACHED

Part II - Filing Classification

(a) For Streets

NCPC _____ All or part of a dead end street supported in writing by all of the record owners of all the property on both sides of the block(s) of the street which abuts the block(s) of the street to be closed by §7-425(3), DC Code.

NCPC _____ All or part of an unimproved street supported in writing by all of the record owners of all the property on both sides of the block(s) of the street which abuts the block(s) of the street to be closed by §7-425(3), DC Code.

(b) For Alleys

NCPC _____ All or part of an alley supported in writing by all of the owners of all the property in the square. §7-425(1), D.C. Code.

NCPC _____ All or part of an alley having a width 10 feet or less supported in writing by all of the owners of all the property abutting the entire alley. §7-425(2), D.C. Code.

- NCPC _____ All or part of a dead end alley supported in writing by all the record owners of all the property abutting the entire alley. §7-425(3), DC Code.
- NCPC _____ All or part of an unimproved alley supported in writing by all of the record owners of all the property abutting the entire alley. §7425(3), DC Code.
- NCPC _____ All or part of an alley when the application has been supported in writing by all the property abutting the entire alley, and when land in the same square is concurrently provide for alley purposes either by dedication or easement.
- NCPC _____ All or part of an alley supported in writing by all of the owners of property in 2/3 of the square, provided that all or part of the alley to be closed is located entirely within the 2/3 of the square owned by the persons supporting the closing, and the owners propose to develop the entire area of the square which they own. §7-425(5), DC Code.
- NCPC _____ All or part of an alley when the District or the United States holds title to all the property abutting the alley. §7-425(6), DC Code.

This application is made by:

Applicant's Name (print)

Telephone Number

Address

I certify that the above information is true to the best of my knowledge.

Signature

**TO REPORT WASTE, FRAUD OR ABUSE BY ANY DC GOVERNMENT OFFICE OR OFFICIAL, CALL
THE INSPECTOR GENERAL AT 1-800-521-1639**



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Surveyor's Office File No. _____ Date _____

APPLICATION FOR CLOSING A STREET OR ALLEY
(Public Hearing Required)

Location

Street(s)

Name: _____

Abutting Squares: _____

Portion to be closed: _____

AS PER SKETCH ATTACHED

Alley(s)

Name: _____

Abutting Squares: _____

Portion to be closed: _____

AS PER SKETCH ATTACHED

This application is made by:

Applicant's Name (print)

Telephone Number

Address

I certify that the above information is true to the best of my knowledge.

Signature of Applicant or Agent

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Retail Tenant Displacement Form

Note: The following information is required relative to provisions of DC Law 6-133 (DC Act 6-171).

Surveyor's Office File No. _____

Regarding an application for the proposed closing of the following street(s) or alley(s), the undersigned, being the applicant or the agent for the applicant, hereby makes the following representations as complete and true:

1. All properties associated with the proposed closing are listed as follows:

Square	Lot Number
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2. The proposed closing will or will not result in displacement of existing retail tenants because of the demolition, substantial rehabilitation, or discontinuance of an existing building.

If the proposal will cause any retail tenant displacement, the name and location of those retail tenants are as follows:

Name	Address	SquareLot
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Date

Print or Type Name

Signature

Note: This form must be filled out, signed and submitted with the application.

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Recommended formats for notices that are required for public hearings and proposed legislation
for street and alley closings

Attached are format samples for the two types of written notice that an applicant for a street or alley closing must send to abutting property owners.

Form 11.1 is to be used in connection with a closing that will be subject to a public hearing.
Form 11.2 is to be used when the closing will not be subject to a public hearing.

Form 11.1

This format is your guide for preparing the notice, as required by law, to be sent at least fifteen days and no more than sixty days prior to a public hearing to all of the owners of the properties on both sides of the block(s) of the street which abuts the block(s) of that street to be closed or which abuts that entire alley.

Form 11.2

This format is your guide for preparing the notice, as required by law, to be sent at least fifteen days and no more than six months prior to final consideration by the Council of the District of Columbia of proposed legislation for closing all or part of a street or alley not requiring a public hearing. It must be sent to all of the owners of the property on both side of the block(s) of the street, which abuts the alley system.

**PUBLIC HEARING NOTIFICATION
TO THE OWNER OF LOT _____, SQUARE _____
IN THE DISTRICT OF COLUMBIA**

TO: _____
Name and address of record owner

SUBJECT: PROPOSED CLOSING OF A _____
Public Street or Public Alley

APPLICATION NO. _____

FOR THE CLOSING OF: (description and limits of the public right-of-way sought
to be closed)

The undersigned is the applicant for the proposed closing of public right-of-way. This notification is issued pursuant to DC Code §7-426, 1981 Ed. (§206 of the Street and Alley Closing Procedures Act of 1982) by enactment of D.C. Law 4-201, effective March 10, 1983. Please be advised that a public hearing on the subject action will be held by the Council of the District of Columbia Committee of the Whole. The place, date and time are as follows:

Place: _____

Date: _____

Time: _____

A plat showing the proposed closing will be on display in the Council Chamber, 441 4th Street, NW, Washington DC 20001. It is also on file in the Office of Surveyor, Suite 2700, 941 North Capitol Street NE, Washington DC 20002.

Date

Applicant's Name

Applicant's Address

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**PUBLIC HEARING NOTIFICATION
TO THE OWNER OF LOT _____, SQUARE _____
IN THE DISTRICT OF COLUMBIA
AS TO PROPOSED LEGISLATION**

TO: _____
Name and address of record owner(s)

SUBJECT: PROPOSED CLOSING OF (Indicate description and limits of the public right-of-way sought to be closed)

APPLICATION NO. _____

BILL NO. _____

The undersigned is the applicant for the proposed closing of a public right-of-way. This notification is issued pursuant to DC Code §7-426, 1981 Ed. (§206 of the Street and Alley Closing Procedures Act of 1982), DC Law 4-201, effective March 10, 1983.

Please be advised that the Council of the District of Columbia will be considering legislation on the proposed closing in the near future.

A plat of the proposed closing is on file in the Office of the Surveyor, Suite 2700, 941 North Capitol Street NE, Washington DC 20002 and with the Council Committee of the Whole, 441 4th Street, NW, Washington DC 20001.

For further information, or to comment on the proposed legislation, you may wish to contact the Council's Committee of the Whole.

Date Signed

Applicant's Name

Applicant's Address

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INSTRUCTIONS FOR COMPLETING A WRITTEN SUPPORT STATEMENT

The applicant must:

1. Prepare a typed or legibly printed list of abutting property owners (see example) on 8½ x 11" paper;
2. Secure signature of all abutting property owners;
3. Secure DC Department of Tax & Revenue verification of the ownership list; and
4. Return the completed list to the Office of the Surveyor.

Note: The certification statement and signature space for completion by the Department of Tax and Revenue shall appear on each sheet when more than one sheet is necessary.

**SAMPLE FORMAT FOR WRITTEN SUPPORT STATEMENT FOR
STREET OR ALLEY CLOSING APPLICATION**

Surveyor's Office File No. _____

We the undersigned owners, pursuant to DC Law 4-201, do hereby support the application by
_____ for the closing of _____

Applicant's name

description and limits of street or alley sought to be closed.

_____, and under penalty of law we represent by
our signature that we are the owner(s) of the property listed below:

James C. Kendrick
Lot 23, Square 5235

Teresa Stiles
Lot 28, Square 5235

Robert L. Forsyth
President
Alfa Corporation
Lot 24, Square 5235

Steven Stuart
President
Beta Corporation
Lot 29, Square 5235

Kevin K. Jones
Trustee
Washington Church
Lot 25, Square 5235

Adam Swinset
Trustee
First Church
Lot 30, Square 5235

Alfred E. Robinson
Partner
Delta Associates
Lot 803, 804, Square 5235

James R. Carlton
Partner
Epsilon Associates
Lot 31, Square 5235

I certify that the above owners' names agree with our records.

By:

Supervisor
Map and Title Section
Office of Real Property Taxes
Department of Finance and Revenue

Date