

**Planning & Development Dept. - Permit Application Center**

P.O. Box 11706, or 155 Johnston Street

Rock Hill, South Carolina 29731-1706

Phone: 803-329-5590

FAX: 803-329-7228 -- website: [www.cityofrockhill.com](http://www.cityofrockhill.com)



**ALLEY OR STREET CLOSING INSTRUCTIONS:**

**Applicant Information - Please Print or Type:**

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Alley or Street Closing Information**

Type of Closure Requested (see below):  Statutory - Court  Non-Statutory – City Council  Unknown

Type Closing:  Alley  Unopened Street  Private Street  Public Street  Unknown

Location Description: \_\_\_\_\_

Reason(s) for Closure: \_\_\_\_\_

**Required Attachments, see checklist below:**

- Five (5) copies of a plat showing alley or portion of alley to be closed.
- List of all adjacent property owners.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

The City of Rock Hill review will be completed within ninety (90) days or less. A written response will be provided indicating the City's position:

- **Approved, no conditions.**
- **Approved with conditions.** *This generally means there is an easement or right-of-way that needs to be preserved for some public utility.*
- **Disapproved:** *This usually occurs if the City of Rock Hill wants the alley to remain open for public use or other access where utilities exist.*

**Checklist for Types of Closings:**

**Statutory Street Closing:** This requires a Petition to the Court of Common Pleas to close or abandon a street or alley (public way) including platted streets or unopened roads. Under SC law this process requires:

- Notification to adjacent property owners,
- Notification to State of South Carolina, and local municipalities
- Placing of a legal notice in the newspaper.

**Prior to filing the petition,** the interested party (or legal representative) should submit to the Permit Application Center (PAC):

- Notice of intent to file
- A legal description and plat showing the street, alley or road or portion thereof to be closed and
- A list of all adjacent property owners.

**The City of Rock Hill requires a maximum of ninety (90) days to review the request and respond to the Court.** If the petition is filed before submitting the plan for review, the City may file an objection with the Court requesting that the hearing be postponed for ninety (90) days to allow adequate review of the request. ***The Court approves or denies the request and determines who should have title to the street and a vested title is provided by the court for recording.***

**Non-Statutory Street Closing:** The City Council *may elect* to close an alley, street or road if it is deemed to be in the public's best interest. This method would be the exception in most cases and would likely be implemented when there is only one property owner involved or there is a critical public need or safety issue.

**A request for non-statutory closing must also be submitted to the City of Rock Hill Permit Application Center and follow this process:**

The interested party should submit:

- A legal description and plat showing the street, alley or road or portion thereof to be closed and
- A list of adjacent property owners

Staff will review and make recommendations to City Council within a maximum of ninety (90) days. This will require:

- Notification to adjacent property owners,
- Notification to State of South Carolina, and
- Placing a legal notice in the newspaper.

If recommendations are accepted by City Council, a resolution will be prepared and adopted.

<p><b>For Office Use:</b> Date Received: _____ Plan Tracking #: _____ Complete? [ ] Yes [ ] No</p> <p>Action: _____</p> <p>[ ] Staff [ ] Planning Commission [ ] City Manager [ ] City Council [ ] Court</p>
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