



RIGHT-OF-WAY CLOSING APPLICATION

Docket Number: _____

Public Hearing Date: _____

Date Application Filed: _____

Pre-Application Meeting Date: _____

APPLICANT(S) INFORMATION

APPLICANT(S) NAME(S): _____

Names of Officers, Directors, Shareholders or Members (If Applicable):

Mailing Address: _____

Phone Number: _____

Cell Number: _____

E-Mail Address: _____

DESCRIPTION AND LOCATION OF PROPOSED RIGHT-OF-WAY TO BE CLOSED:

DOCUMENTATION REQUIRED BY KRS 82.405:

- A letter from the applicant(s) requesting the closing with an explanation of the request
- A letter from Bowling Green Public Works or State Highway Department (whichever is applicable) stating:
 - a. Their agency anticipates no adverse impact with this closing;
 - b. If the City right-of-way has been open for five (5) years to the general public; and
 - c. Whether the City right-of-way has been accepted by the legislative body
- An 11" x 17" copy of the recording plat giving dimensions of the proposed closing
- An 8 1/2" x 11" copy of the site to send with letter to adjacent property owners
- List of **all** property owners abutting the City right-of-way to be closed; their mailing address; and all required information per the attached form
- Written, notarized consent to the closing from **all** property owners abutting the right-of-way. If this is not obtained, a lawsuit may need to be filed in Circuit Court after the legislative body adopts and Ordinance approving the closing.
- An agency consent letter from the following agencies stating they agree with the proposed closing and stating any conditions they may have (i.e. easements, etc.):
 - Fire Chief or Appropriate Fire District
 - Applicable Law Enforcement Department
 - Emergency Medical Department
 - Sanitation Service
 - Water District
 - Sewer District
 - Electric Division
 - Telephone Company
 - Cable Company
 - Gas Company

WHEN APPLICATION AND ALL REQUIREMENTS ARE OBTAINED AND COMPLETE:

- 1) The applicant(s) submits the completed application and all required documents
- 2) The City-County Planning Commission will hold a public hearing and make a recommendation to the legislative body recommending approval or disapproval of the right-of-way closing. The legislative body will consider the recommendation in accordance with the appropriate State statute.
- 3) The City Commission will verify the following findings of facts:
 - a. Identification of all property owners abutting the right-of-way to be closed was made;
 - b. Written notice of the closing was given to the property owners abutting the right-of-way to be closed; and
 - c. **All** property owners abutting the right-of-way have given their written and notarized consent to the closing
- 4) After the City Commission makes these findings of fact (a), (b) and (c), it may enact an Ordinance reciting the finding of facts and declaring the public way or portion thereof closed without any further action. The Ordinance shall be recorded in the office of the Warren County Court Clerk.
- 5) A plat must be recorded in Office of the Warren County Court Clerk adding closed right-of-way to adjoining properties with Court Document Number closing right-of-way, or the book and page number the Ordinance is recorded in closing the right-of-way.

NOTE: The cost of surveying, plat and deed preparation, court costs, etc. shall be the responsibility of the applicant(s).

APPLICATION FEE: _____

RECORDING FEE: _____

DATE: _____

DOCKET NUMBER: _____

Checks are payable to "CCPC"

APPLICANT'S CERTIFICATION

I do hereby certify that, to the best of my knowledge and belief, all application materials have been submitted and that the information they contain is true and correct. I further grant permission to the City-County Planning Commission to release all information associated with this application, including contact information, if requested by way of official public records inspection request form. Please attach additional signature pages if needed.

APPLICANT SIGNATURE

DATE

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DATE