

Revised: 6/28/13

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
PERMIT OPERATION DIVISION
OFFICE OF THE SURVEYOR
1100 4TH STREET, S.W., 3RD FLOOR
WASHINGTON, D.C. 20024**

**INSTRUCTION FOR FILING AN APPLICATION TO CLOSE/DEDICATE A
STREET/ALLEY OR ELIMINATION OF A BUILDING RESTRICTION LINE**

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;
2. A written statement by the abutting property owners in support of the application;
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 or the building restriction line to be eliminated;
5. The initial filing fee of \$2,750.00*, made payable to the DC Treasurer;
***INCLUDED 10% ENHANCEMENT FEE**
6. A complete Retail Tenant Displacement form;
7. Eight (8) sets of the site development plans 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
8. Public hearing and recordation fee of \$1,287.00 paid prior to public hearing date.

Note that specific requirements for the site development plan 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 eight (8) copies of its approved development guidelines for the particular location of the closing.

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WASHINGTON, DC 20024**

Surveyor's Office File No. _____

_____ Date

**APPLICATION TO CLOSE/DEDICATE A STREET OR ALLEY OR ELIMINATION OF
BUILDING RESTRICTION LINE**

Location

Street(s)

Name: _____

Abutting Squares: _____

Portion to be closed/dedicated: _____

AS PER SKETCH ATTACHED

Alley(s)

Name: _____

Abutting Squares: _____

Portion to be closed/dedicated.: _____

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

**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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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/dedication 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/dedication are listed as follows:

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

Name	Address	Square/Lot
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Date

Print or Type Name

Signature

Note: This form must be completed, 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 Closing/Dedication**

Attached is the format sample for the written notice that an applicant for a street or alley closing/dedication must send to abutting property owners.

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 (60) 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/dedicated or which abuts that entire alley.

INSTRUCTIONS FOR COMPLETING A WRITTEN SUPPORT STATEMENT

The applicant must:

1. Prepare a typed or legibly printed list of abutting property owners (see example) of 8 1/2 x 11 in paper;
2. Secure signature of all abutting property owners;
3. Secure DC Department of Tax & Revenue verification of the owners 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 & Revenue shall appear on each sheet when more than one sheet is necessary.

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**SAMPLE FORMAT FOR WRITTEN SUPPORT STATEMENT FOR STREET/ALLEY
CLOSING/DEDICATION OR ELIMINATION OF BUILDING RESTRICTION LINE**

Surveyor's Office File No. _____

We the undersigned owners, pursuant to §9-202.10 of the D.C. Official Code, 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:

John E. Doe
Lot 23, Square 9999

Jane M. Doe
Lot 28, Square 9999

Jack W. Frost
President
Alfa Corporation
Lot 24, Square 9999

Mary B. Poppins
President
Beta Corporation
Lot 29, Square 9999

Peter P. Piper
Trustee
Washington Church
Lot 25, Square 9999

Alice N. Wonderland
Trustee
First Church
Lot 30, Square 9999

Bob Lojack
Partner
Delta Associates
Lots 803 & 804, Square 9999

Kris K. Kringle
Partner
Epsilon Associates
Lot 31, Square 9999

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

By:

Supervisor, Maps & Titles Section
Office of Real Property Taxes
Department of Finance and Revenue

Date