



**NEW HANOVER COUNTY  
PLANNING & LAND USE**

230 Government Center Drive  
Suite 110  
Wilmington, NC 28403  
910-798-7165 phone  
910-798-7053 fax  
www.nhcgov.com

*Application for*  
**ROAD OR EASEMENT CLOSING**  
**(PRIVATE ROADS)**

<b>Name of Petition Representative</b>	<b>Date</b>
<b>Street Address</b>	<b>City, State, Zip</b>
<b>Email Address</b>	<b>Telephone Number</b>
<b>Location of Road or Easement</b>	<b>Road or Easement Name</b>
<b>Application Tracking Information (Staff Only)</b>	
<b>Date/Time received:</b>	<b>Received by:</b>

**APPLICATION OVERVIEW**

Petitions for closures of roads or easements may be made to the Board of County Commissioners in accordance with N.C.G.S. 153A-241. The petitioner(s) requesting the road or easement closing shall designate one individual who shall be responsible for all administrative costs including the legal newspaper advertisements leading up to the County Commissioners public hearing.

In order to assist petitioners through the process of requesting a closure of a road or easement, petitioners are highly encouraged to attend a pre-application conference prior to application submittal. Petitioners are requested to review the Road Closing Ordinance of New Hanover County prior to submission, and advised to contact Planning Staff with any questions.

**SUBMISSION REQUIREMENTS**

In order to assist petitioners through the process for requesting a road or easement closure, petitioners are highly encouraged to attend a pre-application conference prior to application submittal. Applications must be reviewed by Planning Staff for completeness prior to being officially accepted. Applications must be submitted to Planning Staff at least three weeks before the Board of Commissioners meeting at which the application is to be considered. In order to allow time to process, fees and review for completeness, applications will not be accepted after 5:00 PM on the deadline day.

For all requests, in addition to this application, the following supplemental information and materials are required:

<b>Required Information</b>	<b>Applicant Initial</b>	<b>Staff Initial</b>
Written narrative by petitioner on why the road or easement needs to be closed.		
Two copies of diagrams, maps, or plats drawn to scale of the road or easement to be closed.		
Legal description (metes and bounds) of the private road or easement requested to be closed.		
Names, mailing addresses and signatures of all property owners adjacent to the road or easement right-of-way requesting the closing. (Attach additional pages if necessary)		
Fee - \$1000		

If the Resolution of Intent to close the private road or easement by the Board of County Commissioners is adopted, Planning Staff shall:

- Notify all property owners adjacent to the road or easement.
- Post a public hearing sign in two different locations along the road or easement.
- Advertise the road closing once a week for 4 consecutive weeks in the local newspaper.

**If an applicant requests delay of consideration from the Planning Board or Board of County Commissioners before notice has been sent to the newspaper, the item will be calendared for the next meeting and no fee will be required. If delay is requested after notice has been sent to the newspaper, the Board will act on the request at the scheduled meeting and are under no obligation to grant the continuance. If the continuance is granted, a fee in accordance with the adopted fee schedule as published on the New Hanover County Planning website will be required.**

**Attendance at the Board of Commissioners meeting is required by the petitioner(s) unless otherwise notified.**

**By my signature below, I certify that this application is complete and that all of the information presented in this application is accurate to the best of my knowledge, information, and belief.**

\_\_\_\_\_  
**Signature of Petitioner Representative**

\_\_\_\_\_  
**Print Name**



NEW HANOVER COUNTY  
PLANNING & INSPECTIONS

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We the undersigned respectfully request the Board of County Commissioners to adopt a resolution to close (that portion of, or all of) \_\_\_\_\_ as described within the attached application.

This petition is to be submitted with the application for the closing of a private road or easement to Planning Staff at least **three weeks prior** Board of County Commissioners at which the application is to be considered.

**Signatures of Property Owner(s)**

**Owners Street Address**
