

**CITY OF JACKSON, TENNESSEE
STREET & ALLEY CLOSURE/ABANDONMENT
APPLICATION
INSTRUCTION SHEET**

No application for street and alley closure/abandonment will be accepted for filing unless it complies with the requirements listed below:

1. STREET & ALLEY CLOSURE/ABANDONMENT APPLICATION REQUIREMENTS

- a. One copy of a completed application form.
- b. One copy of a map depicting the location of the street/alley.
- c. A \$100 application fee. (Payable to the "City of Jackson")
- d. A "Petition of Request" (attached), signed by all property owners whose properties abut the street/alley.

If there are any omissions in the application the petitioner shall have twenty-four (24) hours from the time he/she is notified of said omissions to correct them. If he/she is unable to present a corrected/completed application to the Planning Commission Staff in the time allowed, his/her petition will be rejected and have to be resubmitted for the next scheduled Planning Commission meeting.

The completed application along with the application fee shall be submitted to the Jackson Regional Planning Department the first Friday following any regularly scheduled Planning Commission meeting date.

NOTE: AN APPOINTMENT WITH KEITH DONALDSON IS REQUIRED UPON SUBMITTAL OF THIS APPLICATION. CALL 731-425-8275

Applications can be obtained from: City of Jackson Planning Department
111 East Main Street
Suite 201 (2nd Floor)
Jackson, TN 38301

Or Visit the City of Jackson Website: www.cityofjackson.net

Phone: (731) 425-8275
FAX: (731) 927-8781

**CITY OF JACKSON
STREET & ALLEY CLOSURE/ABANDONMENT
APPLICATION**

TO: The Jackson Municipal Regional Planning Commission

APPLICANT INFORMATION:

Name Applicant/Agent

Address

Phone

City

State

Zip Code

Location of Proposed Street/Alley

BRIEF JUSTIFICATION FOR REQUEST:

**NOTE: AN APPOINTMENT WITH THE APPROPRIATE PLANNER IS REQUIRED UPON
SUBMITTAL OF THIS APPLICATION. CALL 731-425-8275**

Signature of Applicant: _____

Initial of Planning Staff: _____

Submittal Date: _____

NOTE: Each property owner whose property adjoins the requested street/alley to be closed/abandoned will be notified by mail of the date, time and place of the public hearing. Signatures must be legible.