



CITY OF JACKSON, TENNESSEE STREET & ALLEY CLOSURE/ABANDONMENT & STREET NAME CHANGE 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 & STREET NAME CHANGE 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 THE APPROPRIATE PLANNER IS REQUIRED UPON SUBMITTAL OF THIS APPLICATION. CALL 731-425-8282.

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) 425-8286
FAX: (731) 927-8781



**CITY OF JACKSON
STREET & ALLEY CLOSURE/ABANDONMENT
& STREET NAME CHANGE 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 731-425-8282.

Signature of Applicant: _____

Initial of Planning Staff: _____

Submittal Date: _____



**PETITION
FOR A REQUEST TO CLOSE/ABANDON
A STREET/ALLEY & STREET NAME CHANGE**

We, the property owners shown below, own property that adjoin the requested street/alley closure/abandonment or street name change request. We hereby formally request that the City of Jackson change the name of or close and abandon the street/alley as described on the attached application.

Signature of Property Owner

Address

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