

# How to Request a Street or Alley Closure



## Memphis and Shelby County Office of Planning and Development

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In Memphis and Shelby County, the closing of a street or alley is accomplished by action of the Memphis City Council or Shelby County Board of Commissioners. The right-of-way is conveyed to property owners on either side of the centerline after quit claim deeds are recorded in the Shelby County Register's Office. If the right-of-way proposed to be closed was purchased by the City or County, rather than dedicated to it, then the property will be sold to the abutting property owners rather than quit claimed.

Please note that certain street closures may be processed administratively under Sec. 2-16-1D of the City of Memphis Code of Ordinances ([Ord. No. 4381](#)) under very limited conditions. Please also note that this brochure does not cover private-to-public street conversions, which require the upgrade of private streets and underlying utilities to public standards.

Street and alley closure applications must comply with Chapter 9.8 of the Memphis and Shelby County Unified Development Code ("UDC"), which uses the term "right of way vacation" for closures. The purpose of this section of the Code is to ensure the City or County that the application will not adversely affect the movement of vehicles and other modes of transportation in a neighborhood and that adequate provisions have been made for public facilities and improvements.

The process normally takes 6-12 months from the time an application is filed with OPD to time construction drawings have been approved by City or County Engineering. Unnecessary delays can be avoided by carefully following the procedures outlined in this pamphlet.

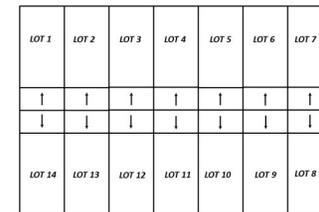
Before seeking approval of a street or alley closure application, one should become familiar with the legal requirements and the adopted procedures involved. A copy of the UDC and street closure applications may be obtained from OPD's offices in City Hall or on the OPD website:

[shelbycounty.gov](http://shelbycounty.gov)

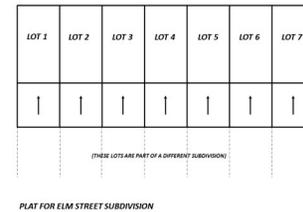
## Types of Street Closures and Signatures that are Required

### Examples 1 and 2: Paper Streets

In the images below, both Oak and Elm Streets were dedicated to the public but never constructed. To close these "paper streets," the signatures of all abutting property owners is required, but only if those owners' lots were created with the same plat that dedicated the street. In this example, Elm Street was dedicated with lots on only one side.



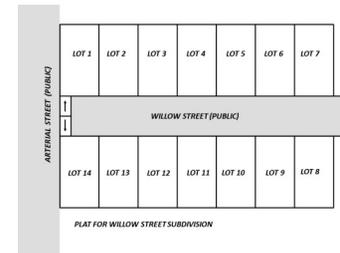
PLAT FOR OAK STREET SUBDIVISION



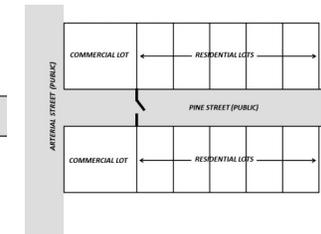
PLAT FOR ELM STREET SUBDIVISION

### Examples 3 and 4: Physical Closures of Actual Streets

In the images below, both Willow and Pine Streets are constructed, public streets. The owners along Willow would like to build a landscaped area at the end of their road; only Lot Owners 1 and 14 will sign the application. The owners along Pine Street prefer a gate. The party that will maintain the gate, such as an HOA, will sign the application.

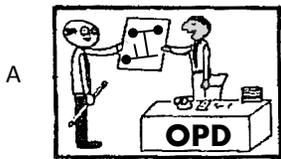


PLAT FOR WILLOW STREET SUBDIVISION



### Examples 5: Public-to-Private Street Conversion

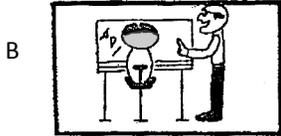
In instances where a duly created HOA would like to convert public streets to private, only the signature of an HOW representative is required.



Applicant meets with OPD with a sketch of the proposal.

A The applicant's first meeting with the Office of Planning and Development ("OPD") is known as a "pre-application conference." During this meeting, a very general sketch, or map, of the street or alley to be closed is required. This will help OPD counsel the applicant on potential affects the proposed closure could have on its vicinity.

Commissioners). This resolution will be forwarded to the governing body along with the application. Before heard by the full governing body, the application will first be heard by Committees. City Council Committees occur the same day as the full Council meeting. Board of County Commissioners Committees occur the Wednesday before the full Board meeting. During the governing body meeting, OPD will make a presentation, sharing with the governing body both its recommendation and the recommendation of the LUCB. The applicant will then make its presentation to the governing body.



Applicant retains an engineer or surveyor to prepare plans.

B After its pre-application conference, the applicant hires an engineer or surveyor to prepare a closure plat to be part of the official OPD application.

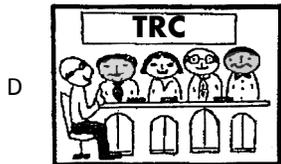
G If approved by the governing body, OPD will submit a letter of approval to the applicant, copying Engineering and Real Estate, instructing the applicant of the next steps. The first of these steps involves the applicant submitting full construction drawings to Engineering. These construction drawings will detail the improvements associated with the proposed closure. Engineering will then review and approve the construction drawings. The physical improvements may necessitate a Standard Improvement Contract, which would require separate approval by the governing body.



Applicant submits application and fees to OPD.

C The applicant will then submit a full application, with fees, to OPD. This application will contain the closure plat, labels of property owners within proximity of the closure and signatures of those property owners that will be deeded street segments. Required signatures vary depending on the type of closure that is proposed (see opposite side of this brochure for an explanation of the different types of street closures). The applicant will also be responsible for posting a sign on either end of the proposed closure to alert passersby that there is a pending closure application.

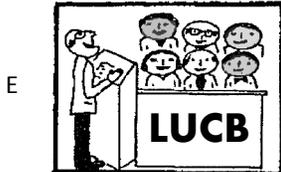
H The applicant will then commence on constructing whatever physical improvements are required to effectuate the closure. This often involves the installation of new curb and gutter along the are closed. Once construction is complete and verified by Engineering, Engineering will sign the closure plat and notify Real Estate that the quit claim deeds may be prepared.



OPD distributes application to other agencies for review at TRC.

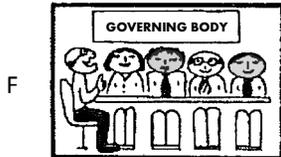
D OPD will distribute the application to various City and County agencies for their review. These agencies will meet with OPD and the applicant during the Technical Review Committee ("TRC") meeting. Generally, the TRC meets the fourth Thursday of each month.

I Real Estate will prepare quit claim deeds, one for each abutting property owner that will receive a segment of the right-of-way. These are the same property owners that signed the application. These deeds will be recorded with the Shelby County Register's Office. After recording, the owners should contact the Shelby County Assessor's Office to consolidate their parcel with the newly created parcel that was deeded as part of the street or alley closure.



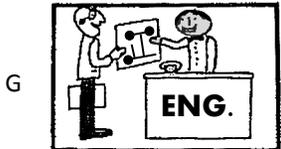
The LUCB holds a public hearing to review the application.

E OPD will prepare a staff report, containing its recommendation of approval or rejection, for the Land Use Control Board ("LUCB"). During the LUCB meeting, OPD will give a presentation, followed by a presentation by the applicant. The LUCB will then vote and either recommend approval or rejection on the application. The LUCB meets the second Thursday of each month.

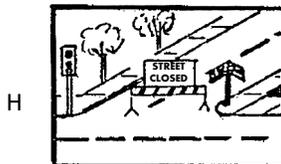


The governing body holds a public hearing to review the application.

F After the LUCB votes, the Real Estate Dept. will prepare a resolution for consideration by the governing body (inside the City of Memphis, this is the City Council; outside of the city limits, this is the Board of County



Applicant submits construction drawings to Engineering.



Applicant constructs required physical closure.



The Real Estate Dept. prepares deeds to transfer title to abutting property owners.