

**Sample Letter for
Request for Alley Closing**

Date

City Manager David Whitlow
Town of Morehead City
706 Arendell Street
Morehead City, NC 28557

RE: Alley Closing Request

Dear Manager:

As the owner(s) of _____ (*street address with lot and block numbers, if applicable*), I (we) would like the Town Council to consider my (our) request to close _____ (*description of the alley proposed to be closed: north/south, east/west, adjacent to lot/block #s*).

The following information is provided in response to the 1996 Resolution of Policy Regarding Alley Closing Request: (*in place of the policies listed, provide responses to each item*)

1. The requesting party(s) must be the owner(s) of all property directly abutting the alley(s) requested to be closed, unless the requesting party is the Town of Morehead City.
2. No alley(s) will be closed which provides public access to the public waters, including but not limited to Bogue Sound, Calico Creek, Newport River, and tributaries of any of these.
3. No alley(s) will be closed if such closure would deny convenient access to other properties.
4. Closing a portion of an alley will be considered only in a block in which all properties adjoining the affected alley are zoned or developed for commercial, professional or industrial uses and purposes.
5. If public utilities are located within the alley, the requesting party must pay in full, in advance, all direct costs associated with the rerouting of water and/or sewer lines or other utilities affected by the proposed closing.

Any additional information may be obtained by contacting _____ (*contact person's name*) at _____ (*contact person's phone number*).

Sincerely,

Applicant(s)' Signature (Notarized)