

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
PERMIT OPERATION DIVISION
OFFICE OF THE SURVEYOR
1100 4TH STREET, S.W., 3RD FLOOR
WASHINGTON, D.C. 20024**

**INSTRUCTION FOR FILING AN APPLICATION TO CLOSE/DEDICATE A
STREET/ALLEY OR ELIMINATION OF A BUILDING RESTRICTION LINE**

Chapter 1400 of Title 24, District of Columbia Municipal Regulations (DCMR) sets forth regulations related to the process of closing streets and alleys. When an application is filed, the following information is required:

1. A completed Surveyor's Office Application Form;
2. A written statement by the abutting property owners in support of the application;
3. A letter, which describes in detail the purpose and nature of the street or alley closing;
4. A suitable sketch of the proposed closing or the building restriction line to be eliminated;
5. The initial filing fee of \$2,750.00*, made payable to the DC Treasurer; ***INCLUDED 10% ENHANCEMENT FEE**
6. A complete Retail Tenant Displacement form;
7. Eight (8) sets of the site development plans with a copy of the official street, grade, map or alley grade sheet for the particular street or alley to be closed, whenever the purpose is for the following:
 - Assembly of property for subsequent sale
 - Office building
 - Apartment house/Condominium
 - Multiple building site
 - Commercial utilization
 - Industrial utilization
 - Church affiliated use
 - Educational facility
 - Enhancement of parking
8. Public hearing and recordation fee of \$1,287.00 paid prior to public hearing date.

Note that specific requirements for the site development plan set forth in Title 24,
Chapter 14, subsections 1400.7 and 1400.8 of the DCMR

Note: Item 7 above does not apply to the District of Columbia Housing Authority; however the Authority shall submit with the application eight (8) copies of its approved development guidelines for the particular location of the closing.



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Surveyor's Office File No. _____ 4-29-2021
Date

**APPLICATION TO CLOSE/DEDICATE A STREET OR ALLEY OR ELIMINATION OF
BUILDING RESTRICTION LINE**

Location

Street(s)

Name: Moreland Street NW

Abutting Squares: 2307, 2308, 2314

Portion to be closed/dedicated: Unsurfaced Portion of Moreland Street NW

AS PER SKETCH ATTACHED

Alley(s)

Name: NA

Abutting Squares: NA

Portion to be closed/dedicated.: NA

AS PER SKETCH ATTACHED

This application is made by:

John Hurvitz 202-744-7160
Applicant's Name (print) Telephone Number
5649 Moreland Street NW, Washington, DC, 20015
Address

I certify that the above information is true to the best of my knowledge.

eSigned via SeamlessDocs.com
John Hurvitz
Key: ddfabbb156f289c4a258b7d228dct17

Signature of Applicant or Agent

**TO REPORT WASTE, FRAUD OR ABUSE BY ANY DC GOVERNMENT OFFICE OR OFFICIAL,
CALL THE INSPECTOR GENERAL AT 1-800-521-1639**



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Retail Tenant Displacement Form

Note: The following information is required relative to provisions of DC Law 6-133 (DC Act 6-171).

Surveyor's Office File No. _____

Regarding an application for the proposed closing/dedication of the following street(s) or alley(s), the undersigned, being the applicant or the agent for the applicant, hereby makes the following representations as complete and true:

1. All properties associated with the proposed closing/dedication are listed as follows:

Square NA Lot Number NA

2. The proposed closing/dedication will or will not result in displacement of existing retail tenants because of the demolition, substantial rehabilitation, or discontinuance of an existing building.

Name	Address	Square/Lot
NA	NA	NA NA

NA

Date

NA

Print or Type Name

eSigned via SeamlessDocs.com

Key: ddfabbb156f289c4a259bf7d228d4f17

Signature

Note: This form must be completed, signed and submitted with the application.

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Recommended Formats for Notices that are required for Public Hearings and Proposed Legislation for Street and Alley Closing/Dedication

Attached is the format sample for the written notice that an applicant for a street or alley closing/dedication must send to abutting property owners.

Form 11.1

This format is your guide for preparing the notice, as required by law, to be sent at least fifteen days and no more than sixty (60) days prior to a public hearing to all of the owners of the properties on both sides of the block(s) of the street which abuts the block(s) of that street to be closed/dedicated or which abuts that entire alley.

INSTRUCTIONS FOR COMPLETING A WRITTEN SUPPORT STATEMENT

The applicant must:

1. Prepare a typed or legibly printed list of abutting property owners (see example) of 8 1/2 x 11 in paper;
2. Secure signature of all abutting property owners;
3. Secure DC Department of Tax & Revenue verification of the owners list; and
4. Return the completed list to the Office of the Surveyor.

Note: The certification statement and signature space for completion by the Department of Tax & Revenue shall appear on each sheet when more than one sheet is necessary.



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**SAMPLE FORMAT FOR WRITTEN SUPPORT STATEMENT FOR STREET/ALLEY
CLOSING/DEDICATION OR ELIMINATION OF BUILDING RESTRICTION LINE**

Surveyor's Office File No. _____

We the undersigned owners, pursuant to §9-202.10 of the D.C. Official Code, do hereby support the application by _____ for the closing of _____
Applicant's Name description and limits of street or alley sought to be closed

_____, and under penalty of law we represent by our signature that we are the owner(s) of the property listed below:

 John E. Doe
 Lot 23, Square 9999

 Jane M. Doe
 Lot 28, Square 9999

 Jack W. Frost
 President
 Alfa Corporation
 Lot 24, Square 9999

 Mary B. Poppins
 President
 Beta Corporation
 Lot 29, Square 9999

 Peter P. Piper
 Trustee
 Washington Church
 Lot 25, Square 9999

 Alice N. Wonderland
 Trustee
 First Church
 Lot 30, Square 9999

 Bob Lojack
 Partner
 Delta Associates
 Lots 803 & 804, Square 9999

 Kris K. Kringle
 Partner
 Epsilon Associates
 Lot 31, Square 9999

I certify that the above owners' names agree with our records

By:

 Supervisor, Maps & Titles Section
 Office of Real Property Taxes
 Department of Finance and Revenue

_____ Date