



Before You Apply

Vacation (Street/Alley, ROW, Easement)

What is a Vacation Application for?

A Vacation Application is required to vacate a public street or alley, a portion of public right-of-way, or a publicly dedicated easement in the Town. [Christiansburg Town Code Section 40-28. Review and approval process.](#)

Required Files

The following files are required to be submitted with your application. Required files must be in PDF format.

- In addition to completing the online application, the [Town's pdf application](#) must be completed and signed by the applicant and property owner. Please attach the signed form to your application.
- Please note applicant may be required to provide plat by licensed surveyor and/or metes and bounds description.
- *If staff needs additional information, someone will reach out to a contact on file.*

Contact Information

Be prepared to enter contact information (name, address, phone number and/or email) for the applicant and property owner (if different from applicant).

Fees

A fee of \$100.00 must be paid in full for the application to be processed by staff. Advertising costs will be billed separately. See the Town's [published fee schedule](#). The initial invoice will be emailed to you within five business days of application.

Invoices can be paid for on your permit portal and staff will be notified the following business day of the payment. You can also pay in person or by mailed check. Include a printed invoice copy for in-person or mailed payments.

Overdue taxes and fees must be paid in full before this invoice will be processed.

Where to Apply

When you are ready to apply, you can find the application on the Town's permitting portal, linked below. You will need to register for an account the first time you use the portal. Once registered, you can click "Apply" and search for "Vacation" to find the correct application.

https://selfservice.christiansburg.org/energov_prod/selfservice#/home



What to Expect After you Apply

After you apply for a Street, Alley, Right-of-Way or Public Easement Vacation, staff will review your application and may reach out with additional questions. A vacation of public interest in property requires a public hearing in front of Town Council. Please contact the Town Planning Department for any questions about this process. [An example Public Hearing Schedule is available for reference on the Town website](#). Please note that the example includes Planning Commission hearings, which are not required with this type of application.

Common Errors and Items of Notes

Some common errors we see and important items to note on this type of application include:

- Giving too little detail. Please provide enough information that Town Council can make an informed decision.