



# Municipal Planning Commission

## Petition for Public Thoroughfare Abandonment

CITY OF PARKERSBURG  
ONE GOVERNMENT SQUARE  
P.O. BOX 1627  
PARKERSBURG, WV 26102

### General Instructions

To vacate portions of public right-of-way, the following petition must be submitted to the Parkersburg Municipal Planning Commission for consideration. Please carefully read and complete the following petition. Petitions shall be accompanied by a non-refundable fee of \$100. Checks should be made payable to the City of Parkersburg and submitted to the Development Department along with this petition. Should you have any questions, please contact the Development Department at (304) 424-8558 or by email at [planning@parkersburgwv.gov](mailto:planning@parkersburgwv.gov)

### Procedure

Upon receiving a petition, staff will schedule a public hearing to consider the petition at the next available Municipal Planning Commission (MPC) meeting. Please keep in mind that WV State Law requires a 30 day notice be given to abutting property owners concerning petitions to abandon portions of right-of-way.

At the public hearing, persons wishing to speak in favor of or in opposition to the petition may do so at that time. If the MPC approves the petition, the application will go before City Council for further consideration. To become effective, an ordinance vacating the portion of right-of-way must be adopted on two readings by City Council and signed by the Mayor. If the MPC does not approve the petition, City Council can either accept (receive and file) the MPC's recommendation or send it back to the MPC for further review.

In the event a public right-of-way is vacated by the City, abutting property owners are responsible for preparing a Quit-Claim Deed to claim their portion of the public right-of-way. Generally speaking, half of the public right-of-way is conveyed to each of the abutting property owners. However, if there is a request to convey more than half of the right-of-way to a specific property owner, it must be stated in the Quit-Claim Deed and agreed to by the adjoining property owner.

Before a Quit-Claim Deed can be lawfully executed or recorded, it must be approved by the City Attorney and Public Works-Engineering Division. Furthermore, if portions of a vacated right-of-way are to become part of an abutting property owner's land, a consolidation survey and description must be prepared and submitted to the Municipal Planning Commission for review. To expedite the review process, please make sure a copy of the Quit-Claim Deed accompanies the consolidation survey and description. Staff encourages vacated portions of right-of-way be consolidated so as not to create non-conforming lots in the City of Parkersburg.

Finally, when a public right-of-way is vacated, the City of Parkersburg retains a public right-of-way (easement) to service public utilities. A request to release the easement must be stated in the petition for consideration.

### PETITIONER'S INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Public Record Document

Please note that the petitioner and/or designated representative must be present at the meeting. If someone other than the petitioner will be present at the public hearing, please provide their contact information here.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**PURPOSE FOR PETITION**

Please describe the purpose for vacating the portions of right-of-way described above.

\_\_\_\_\_  
\_\_\_\_\_

**THOROUGHFARE ABANDONMENT LOCATION**

Please describe the portion of right-of-way to be closed, using Tax Map and Parcel Numbers and/or street addresses.

\_\_\_\_\_  
\_\_\_\_\_

**SUPPORTING SIGNATURES**

Property owners who abut the portion of right-of-way to be vacated and support this petition agree to the following :

We, the undersigned, hereby petition the Council of the City of Parkersburg for consideration to quit-claim the portions of right-of-way to be abandoned as described above; and

I do here by certify that I am the rightful and lawful owner and/or representative of property abutting right-of-way property to be vacated and quit-claimed.

1. **Name (Print):** \_\_\_\_\_ **Address (Map/Parcel):** \_\_\_\_\_

\_\_\_\_\_  
**Signature** **Date**

2. **Name (Print):** \_\_\_\_\_ **Address (Map/Parcel):** \_\_\_\_\_

\_\_\_\_\_  
**Signature** **Date**

3. **Name (Print):** \_\_\_\_\_ **Address (Map/Parcel):** \_\_\_\_\_

\_\_\_\_\_  
**Signature** **Date**

If necessary, please use an additional sheet of paper and attach it to this form. Thank you.