



Office of Construction and Building Standards
Office of the Surveyor
INSTRUCTIONS 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. **PDF set 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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**APPLICATION TO CLOSE/DEDICATE A STREET OR ALLEY OR
ELIMINATION OF A BUILDING RESTRICTION LINE**

Street: ✓ **Alley:**

Name: Pecan Street, SE

Abutting Squares: Lot 866

Portion to be closed/dedicated: 861

Per Sketch Attached, This Application is Made By:

Applicant's Name: Latrena Owens

Phone Number: 202.373.4191
latrena.owens@dc.gov

Email Address:

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

Signature of Applicant or Agent:

eSigned via SeamlessDocs.com
Latrena Owens
Key: ddfabbb156f289c4a256b7d228dct17

**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).

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:

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

Square No.: S-5868

Lot Number: 861

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 of Displaced: N/A

Address: N/A

Square/Lot: N/A

Date: N/A

Signer's Name: Latrena Owens

Signature of Applicant:

eSigned via SeamlessDocs.com
Latrena Owens
Key: ddfabbb156f289c4a259bf7d228dcf17

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