



1. Abandonment or closure requests originate through a construction project, city department, neighborhood group, or an individual. Discussions begin with the Planning & Development Department.
2. Customer must meet with the Street Transportation Department. A traffic mitigation study will be conducted and recommendations made.  
  
For a street closure, the customer must complete the recommendations made in the mitigation study. The abandonment or closure of a street or other dedicated right-of way requires the customer to file an application for a public hearing of the request.
3. Customer submits application at Payments & Submittal counter (2<sup>nd</sup> floor) Phoenix City Hall, 200 W. Washington.
4. The Abandonment Coordinator reviews the application for completeness. Copies are forwarded to appropriate city staff and utility companies for comments (must be returned within 30 calendar days). A consolidated staff report is created that includes a description and map of the request and the comments/recommendations received.
5. If no public hearing is required (easements that do not impact public access), a Letter of Disposition is sent to customer with decision and stipulations, if approved.
6. If a hearing is required, it is scheduled and conducted. Based upon information contained in consolidated staff report and testimony given at the hearing, a decision is rendered by a hearing officer. The request may be approved (often with stipulations), continued or denied.
7. The customer or aggrieved party may appeal the decision of the hearing officer to the City Council within fifteen (15) calendar days. If the appeal is not successful, the decision of the hearing officer stands.
8. The Abandonment Coordinator ensures that the stipulations and conditions of the approved abandonment or closure are met.
9. The abandonment or closure is adopted by the City Council at a public hearing.
10. The City Clerk forwards the abandonment or closure documents to Maricopa County for recording. Copies of the recorded documents and the City Council Resolution are retained by the City Clerk.

For more information or for a copy of this publication in an alternate format, contact Planning & Development at (602) 262-7811 voice / (602) 534-5500 TTY.