

## **ENGINEERING & PUBLIC WORKS**

Development Services • Fleet Management • Environment and Planning • Operations

### **PROCEDURE FOR CLOSURE OF COUNTY ROADS OR UNIMPROVED RIGHT OF WAY**

1. Before a closure shall be considered by the Knox County Commission and placed on the agenda for consideration, the Department of Engineering and Public Works must receive a written request for closure. The request should be emailed to rowclosures@knoxcounty.org or mailed to:

Attn: Senior Director  
Knox County Engineering and Public Works  
205 W Baxter Avenue  
Knoxville, TN 37917

The closure request must include:

- The name, length, and width of the road or right-of-way that is to be closed
  - The reason for the request
  - The location of the road in relation to any existing roads with which it intersects
  - The name, address, and phone number of the person(s) requesting the closure and who will act as the representative at the Work Session
  - A Canvass Form signed by all owners and holders of property abutting the proposed closure indicating if they agree or disagree with the closure
  - A statement of whom the proposed closure area is to be transferred
2. The Director of Engineering and Public Works will review the request to determine if Engineering and Public Works will sponsor the closure. If Engineering and Public Works does not support the closure, the applicant will be notified of the decision, and the applicant may instead seek sponsorship from a Commissioner. If no support for the request is gained from EPW or a Knox County Commissioner, the request will not advance.
  3. Letters will be mailed to the applicant and all abutting property owners stating the dates and times that the request will be presented at the Agenda Review and one County Commission Meeting. All utility districts and government units serving the area will also receive notification of the proposed closure.
  4. The closure request will be considered at the Agenda Review Session. The applicant or representative should be present at the session along with any other property owners desiring to be at the session. The Committee will vote to present it to the County Commission at the next scheduled meeting or postpone it until a later date.
  5. The closure request will be heard by Knox County Commission for approval, denial, or postponement. Road and right of way closures shall be approved at one (1) Commission meeting before being final.
  6. In order for the real property to be transferred to the landowners, the applicant must provide Knox County Engineering and Public Works with a survey showing the boundaries of the right of way to be abandoned and the boundaries of the lot(s) of the person(s) to whom the right of way is to be transferred as they will exist after the right of way is closed. A metes and bounds paragraph description of the area being closed is also required.
  7. Knox County Engineering and Public Works will review the documentation and submit it to the Knox County Law Director's Office for preparation of the Quit Claim Deed.
  8. The applicant will be notified when the deed has been executed with the Mayor's Office. It is the responsibility of the applicant to retrieve the deed and record it at the Register of Deeds Office.
  9. For lot lines to be updated, a Final Plat in compliance with the Knoxville-Knox County Subdivision Regulations must be prepared by a registered land surveyor and submitted to Knoxville-Knox County Planning for review. Upon approval, it can be recorded with the Register of Deeds.

