



Staff Use Only

Fee Paid: _____
 \$200 for submittal
 Intake Date: _____

**Land Use Application
 Right of Way Vacation**

Owner Name: _____ Telephone: _____ Email: _____

Address: _____

Applicant Name: _____ Telephone: _____ Email: _____

Address: _____

Property Address: _____

Project Name: _____ Acres: _____ Zoning: _____

Brief Overview of the Project:

All ROW Vacation applications shall comply with the requirements of Colorado Revised Statutes 43-2-301 and 303 and all applicable regulations and standards in the municipal code. Please check with City staff if there is also a site plan application for this project, as some of these items will not need to be submitted.

SUBMITTAL CHECKLIST:

The following items are needed for a complete submittal and staff review of a ROW or Easement Application.

Applicant Initial as Submitted	Submittal Requirements	City Staff Initial as Complete
	Pre Application Conference Date:	
	ROW Vacation Fee Paid	
	Additional Deposit Necessary? __Yes Amount \$_____ __No	
	An electronic copy of all submitted documents	
For All Submittals		
	Description of the proposed vacation	
	Plat submitted for comment	
	Summary statement of application	
	A copy of a certificate of title issued by a title insurance company, or an attorney's opinion of the title shall be submitted which shall set forth the names of all owners of property included in the final plat, and shall include a list of all mortgages, judgments, liens, easements, contracts	

	and agreements of record which affect the property covered by such plats	
	A list of all landowners and mailing addresses for properties located within 500' of the planned development (if provided by the City, \$25 fee)	
	Property posted with land use proposal sign (provided by the City, placed by applicant)	
	Easement holders notified, certified affidavit of mailing	
	Legal description of the property to be vacated	
	Description of all easements to be retained by the City	
	Certifications on plat	
	Final mylar submitted for approval and recordation.	
	Other:	

I certify that to the best of my knowledge this ROW Vacation Application meets all of the criteria listed above and all the appropriate documentation has been submitted as requested:

Owner Signature

Date

Applicant Signature

Date

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Date Submitted:

Date Reviewed:

Reviewer Name: _____

Corrections Needed? ___ Yes ___ No

Date Returned as Incomplete to Applicant and Owner:

Date Accepted as Complete:

Public Hearing Planning Commission

Public Hearing City Council

Date mylars submitted to City for signature:

Formal comments will be found in the L:drive under Community Development/ROW Vacation/ (name of application)