



SUBMITTAL CHECKLIST VACATION

Activity No. _____ **OFFICE USE**
Reviewed By _____ Date _____

This checklist shall be completed by the applicant and must accompany a complete application form. Failure to submit all required information may delay the review of the application.

- Signed application form
- Application fee \$ _____
- PDF of complete submittal package: CD/Flash Emailed
- Proof of ownership: Deed Current title policy commitment
- Statement of Authority, if required
- List and 2 sets of mailing labels with names and mailing addresses of all adjacent property owners *(for public notice purposes)*
- Written narrative / description of requested vacation
- Additional information as required by Planning Director _____

EASEMENT

- Legal description of easement to be vacated
- Utility company sign-off / approval letters

RIGHT-OF-WAY

- Legal description of right-of-way to be vacated
- Statement of approval from Routt County Road & Bridge Department
- Statement of approval from all property owners who rely on the right-of-way to be vacated

SUBDIVISION PLAT

- Copy of recorded subdivision plat