



OFFICE USE	Presubmittal Code _____
	Planner Initials _____
	Identifier _____

SUBMITTAL CHECKLIST
VACATION—EASEMENT, RIGHT-OF-WAY,
SUBDIVISION PLAT

This checklist shall be completed by the staff planner at the pre-application meeting and must be submitted online. Failure to submit all required information may delay the review of the application.

Project Type Vacation Planning Type _____

- Application fee \$800
- Proof of ownership: Deed or Assessor's Property Record Card
- Statement of Authority, if required
- Written narrative / description of requested vacation
- Existing conditions map of subject site illustrating existing improvements, geologic hazards/characteristics, steep slopes (>30%), water bodies, soils, vegetation, wildfire hazards, and critical wildlife habitat
- 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

FOR REFERENCE ONLY - CONTACT PLANNING

Owner Signature(s)

I consent to this application being submitted and that all information contained within is true and correct to the best of my knowledge.

 Owner's Signature

 Print/type name of owner

 Owner's Signature

 Print/type name of owner