

Easement Vacation Checklist

All submittal materials listed below must be submitted electronically in .pdf format.

- Letter of Request (Project Narrative)
 - Date of Application.
 - Owner and Owner’s Representative or Consultant (Addresses, telephone numbers and email)
 - Site location, dimensions, and size of property (in feet and acres), and present zoning.
 - Project description
 - Action requested and the reason/purpose for the request.
 - Existing and proposed facilities, structures, roads, etc.

- [Letter of Consent](#) (when applicant is Designated Representative).

- Vacation Plat, prepared by a Colorado Licensed Land Surveyor and to the Standards of a Land Survey Plat which includes ties to Global Positioning System in .pdf format

- Copies of letters and received responses from the applicable stakeholders:
 - Public Works Department(s),
 - Sheriff’s Office,
 - Fire Department,
 - School District,
 - All Utility Companies and
 - Special districts which serve the property to which the vacation is being sought.

- Additional information/documentation as reflected on the Application’s Supplemental Information

- Certificate of Good Standing and Operating Agreement or Recorded Statement of Authority (as applicable to LLC property ownership).

- Articles of Incorporation and By Laws (as applicable for Corporation Property ownership).

- Trust Documents (as applicable for Trust Property ownership).