

Plat Vacation Checklist

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

- _____ Letter of Request (Project Narrative)
 - _____ Owner and Owner’s Rep or Consultant
 - _____ Addresses, phone numbers and emails.
 - _____ Site Location, dimensions, and size of property (in feet and acres), and present zoning.
 - _____ Action requested and reason/purpose for the request.
 - _____ Existing and proposed facilities, structures, roads, etc.

Letter of Consent

- _____ Vacation Plat, surveyed/prepared by a Colorado Licensed Land Surveyor and to the Standards of a Land Survey Plat (*which includes ties to Global Positions System in .pdf*).
- _____ Copies of letters and received responses from the applicable 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.
- _____ Title Commitment or Policy or Endorsement with Prior Policy
- _____ Proof of ownership of each lot by recorded deed(s)
- _____ Certificate of Taxes Due
- _____ Supplemental Drawing Depicting Improvements with Distances to Boundary/Lot Lines
- _____ Cross Deeds to combine ownership to new Parcel (e.g. A, B, etc.)
- _____ Boundary and Lot Closure Sheets (*stamped by a Registered Colorado Surveyor or Engineer*)

Notarized Signature(s) of Petitioner(s)

- _____ 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*)