

### Road Alley Vacation Checklist

*Vacation of a Public Street, Alley, Easement, or Public Way*

***This checklist must be included with the application.***

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

- \_\_\_\_\_ Letter of Request:
  - \_\_\_\_\_ Date of application
  - \_\_\_\_\_ Interest of the applicant
  - \_\_\_\_\_ The interest of the person, firm or corporation representing the applicant
  - \_\_\_\_\_ Request and reason for the vacation

\_\_\_\_\_ [Letter of Consent](#), as applicable for Designated Representative.

\_\_\_\_\_ Letters from the following authorities which serve the area in or around the property where the vacation is sought stating the position of the respective authorities concerning the proposed vacation:

- \_\_\_\_\_ County Director of Public Works
- \_\_\_\_\_ County Sheriff
- \_\_\_\_\_ Applicable Fire Department
- \_\_\_\_\_ Applicable School District
- \_\_\_\_\_ All Applicable Utility Companies
- \_\_\_\_\_ Special Districts

\_\_\_\_\_ Vacation Plat Drawing in .pdf format of the proposed vacation that:

- \_\_\_\_\_ Is suitable for recording
- \_\_\_\_\_ Prepared by a Colorado Licensed Land Surveyor
- \_\_\_\_\_ Depicts and legally describes the public street, alley, easement, or public way to be vacated
- \_\_\_\_\_ Notes all reservations if any

- \_\_\_\_\_ Proof of Ownership by Recorded Deed(s)
- \_\_\_\_\_ Cross Deeds
- \_\_\_\_\_ Established Access Documentation:
  - \_\_\_\_\_ The requested vacation will not leave any land adjoining the roadway without an abutting established public road or private access easement connecting the land with another established road.
- \_\_\_\_\_ 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)*