

### 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 (*required only IF access road is NOT maintained by Pueblo County Public Works*).
  - \_\_\_\_\_ 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)*