



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
- ☐ 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

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