



**VACATION OF A PUBLIC
RIGHT OF WAY
2017 Application Form**

Project #: _____
 Fees:
 ROW Vacation=\$739.00
 Public Easement Vacation=\$94.00
 Establish an Easement by Ordinance=\$94.00
 (Plus publication and recording fees)

Application Form to Vacate a Public Right-of-Way

1. Applicant Information: (Include all property owners involved with the vacation request)

Property Owner (First and Last Name)	#1	#2
Mailing Address		
E-Mail Address		
Phone Numbers		

2. Property Information:

- a. Street Address: _____
- b. Legal Description (Lot, Block, Subdivision): _____
- c. Zone District: _____

3. Vacation/Establish Easement Request Information:

- a. Provide a General Description of the Area Requested to be Vacated/Established:

- b. Reason for Request: _____

- c. What Utilities or Drainage Facilities Exist in the Area? _____

- d. Will Any Lots Be Denied Street Access If This Vacation Is Approved?
 Yes ___ No ___ If Yes, Please Describe: _____

4. Submittal Requirements:

The following information must be submitted with the application pursuant to Chapter 12.08 for the vacation of streets, alleys, easement, or other public rights of way:

Applicant Check	City Check	Submittal Requirements:
		Complete Application A completed application for a vacation upon forms supplied by the Planning Department
		Application Fee: As outlined on page 1.
		Recording/Publication Fees Teller County Clerk and Recorder charges fees to record documents. You will be billed for these costs plus publication costs incurred by the Planning Department. <i>Recording fees: \$12.00 for the first page, \$5.00 for each page thereafter, plus \$2.00 e-file fee.</i>
		Adjoiners List (Required only for Vacation of Right of Way) A complete list of names and mailing addresses of all adjacent property owners within 150' of the subject property
		Proof Of Ownership Warranty deed or title policy
		Exhibit/Drawing An exhibit or drawing by a registered land surveyor showing the proposed easement or right of way vacation. The exhibit shall be drawn on 8 1/2"x 11" paper. A legal description of the subject property is also required

5. Certification:

I (we) do hereby declare and affirm that I (we) am (are) the owner(s) of the subject property(s) affected by this vacation request.

Owner: _____ Date: _____

Owner: _____ Date: _____

City Use Only	
1.	Submission: _____, 20____, taken by: _____
2.	Review and Approval from the Utility Service Companies: IREA (electric) _____ Century Link (phone) _____ Black Hills (natural gas) _____ Baja (cable TV) _____
3.	Public Hearing Notices: Posted On: _____, 20____ Published on: _____, 20____ Property Owner Notification _____, 20____