

VACATION SUBMITTAL CHECKLIST

This application is used for the vacation of a right-of-way or access easements by ordinance, and the vacation of public emergency access, utility and non-constructed access easements. The following information is required for the application to be accepted. Forms and informational requirements are located on the City’s Development Center (DC) website under the specific application. All documents must be submitted electronically to eplan-planning@cityofloveland.org and each document must be a separate pdf file, unless otherwise specified.

The Planning Division will provide an application fee invoice when the project is accepted for review. The invoice contains an itemized description of the application fee. Additional fees may be required during the review process. The application fee allows up to three rounds of review. Any subsequent review round will require an additional fee equal to 50% of the original fee for all application components that require further review.

The application proposes the vacation of the following (check all applicable boxes)

Vacation by Ordinance

- Right-of-Way
- Established Access Easement

Administrative Vacation

- Emergency Access Easement
- Non-Constructed Access Easement
- Utility or Drainage Easement

1. **Application Checklist.** Complete this checklist with boxes checked verifying submittal of the required information.
2. **Application.** Complete and sign the *Application* form on the City’s DC website.
3. **Vicinity Map** identifying the project site within the neighborhood context, including the nearest major cross streets, scale and North arrow.
4. **Petition for Vacation.** The *Petition for Vacation* must be signed by record owners of more than 50-percent of property that is:
 - a. Abutting the right-of-way or access easement;
 - b. Served or anticipated to be served by the easement; and
 - c. Adjoined or traversed by the easement.

5. **Justification Letter** explaining the reasons for the vacation request and indicating if utilities exist within the right-of-way or easement, and if any portion of the vacated right-of-way will be reserved as an easement.
6. **Metes and Bounds Legal Description** of the property to be vacated in Microsoft Word format.
7. **Site Plan** drawn to scale including the following items:
 - a. Existing and proposed lot lines;
 - b. Location of all existing and proposed improvements and structures including sidewalks, curbs and gutters, access(s), and dimensions to existing and new property lines, and indication of any such improvements and structures that will be installed, re-located, or removed;
 - c. Location and size of all existing and proposed public and private utilities, including all mains, service lines, fire hydrants, fire-sprinkler lines (if present), meters, buried cables, transformers, poles, and other above ground facilities; and
 - d. Location and size of all existing and proposed easements and rights-of-way, and an indication as to any to be dedicated, vacated, or otherwise altered.
8. **Written Consent from Affected Utility Providers** indicating that the easement requested for vacation is no longer needed.
9. **Names and Addresses** of all owners of record as they appear on the latest records of the Larimer County Clerk and Recorder for properties 1) abutting the right-of-way or access easement; 2) served or anticipated to be served by the easement; and 3) adjoined or traversed by the easement.
10. **Ownership and Encumbrances Report** of all owners of record of property that are: 1) abutting the right-of-way or access easement; 2) served or anticipated to be served by the easement; and 3) adjoined or traversed by the easement.

Required Items Not Needed with Initial Application

11. **Affidavits of Notice** for posting signs and sending letters prior to the City Council public hearing for vacations requiring an ordinance. *Affidavit Templates* are available on the City's DC website. All notices must be fulfilled at least 15 days prior to the meeting or hearing.
12. **Affidavits of Notice** for sending letters of notification of the comment period for vacations to be vacated by the Director. *Affidavit Templates* are available on the City's DC website. All notices must be fulfilled at least 15 days prior to the approval date.