

VACATION OF RIGHT-OF-WAY OR EASEMENT – TECHNICAL CRITERIA

PROJECT NAME:	
APPLICANT:	DATE:

VACATION OF RIGHT-OF-WAY OR EASEMENT	
<input type="checkbox"/>	LAND USE APPLICATION FORM (submit original, signed form)
<input type="checkbox"/>	VACATION - TECHNICAL CRITERIA FORM (submit __ copies)
<input type="checkbox"/>	APPLICATION FEE AND FEE AGREEMENT (submit check along with original, signed agreement)
<input type="checkbox"/>	PETITION FOR VACATION OF RIGHT-OF-WAY/EASEMENT (submit original, signed petition)
<input type="checkbox"/>	TITLE COMMITMENT (submit __ copies)
<input type="checkbox"/>	SURROUNDING AND INTERESTED PROPERTY OWNERSHIP REPORT (submit __ copies) <input type="checkbox"/> Current list of names and addresses of surrounding property owners (within 300 feet of property), mineral interest owners, mineral and oil and gas lessees, ditch companies. <input type="checkbox"/> Applicant's certification that list is complete and accurate.
<input type="checkbox"/>	VACATION OF RIGHT-OF-WAY/EASEMENT MAP (submit __ - 8½"x11" copies) <input type="checkbox"/> Title of map <input type="checkbox"/> North arrow, scale (whatever is appropriate) and date of preparation <input type="checkbox"/> Vicinity map <input type="checkbox"/> Legal description of right-of-way/easement to be vacated <input type="checkbox"/> Legal description of the lots that will be formed as a result of the vacation of the right-of-way <input type="checkbox"/> Graphic representation of property to be vacated <input type="checkbox"/> Acreage of property to be vacated <input type="checkbox"/> Names and boundaries of adjacent subdivisions and streets <input type="checkbox"/> Lot and block numbers of adjacent lots and blocks <input type="checkbox"/> Existing and proposed rights-of-way in and adjacent to subject property <input type="checkbox"/> Existing and proposed easements in and adjacent to subject property <input type="checkbox"/> Existing and proposed utility lines and/or facilities in and adjacent to subject property <input type="checkbox"/> All waterways and ditches in and adjacent to subject property <input type="checkbox"/> Type and location of existing structures and paved areas on the subject property
<input type="checkbox"/>	VACATION OF RIGHT-OF-WAY/EASEMENT REVIEW CRITERIA STATEMENT - provide a written description of how the vacation request addresses the four vacations of right-of-way/easement review criteria.
<input type="checkbox"/>	PUBLIC NOTIFICATION ENVELOPES (submit __ sets of stamped, addressed envelopes) -- submit AFTER certified complete

TOWN STAFF ACTION – VACATION OF RIGHT-OF-WAY/EASEMENT	
APPROVED:	DATE:
DISAPPROVED:	DATE:
CONDITIONALLY APPROVED:	DATE:
COMMENTS:	

SIGNATURE OF MAYOR: