



VACATION OF PLAT, RIGHT-OF WAY OR EASEMENT CHECKLIST

An application for the vacation of a plat, right-of-way or easement shall be accompanied by the following information, unless one or more items are specifically waived in writing by the Planning Director:

An application for a plat vacation shall be accompanied by the following information:

- The Development Review Application form.
- The applicable Plat Vacation fee.
- Proof of legal ownership in the form of a current title policy.
- A project narrative or Letter of Interest, including a statement of the purpose of the application and a description of the proposal.
- A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner.
- A copy of the recorded plat to be vacated.
- A vacation plat prepared by a professional land surveyor. Refer to the Final Plat Checklist for applicable submittal requirements.
- Any other special reports and/or information deemed necessary by Town Staff at the pre-application meeting.
- Copies of the submittal materials in a format and quantity as specified by Town staff.

An application for a right-of-way and/or easement vacation shall be accompanied by the following information:

- The Development Review Application form.
- The applicable Right-Of-Way or Easement Vacation fee.
- A project narrative or Letter of Interest, including a statement of the purpose of the application and a description of the proposal.
- A petition requesting vacation of the right-of-way and/or easement and all accompanying documents.
- Documentation showing that the right-of-way and/or easement sought to be vacated has been legally dedicated to and accepted by the public or authorized agent of the public.
- Any other special reports and/or information deemed necessary by Town Staff at the pre-application meeting.
- Copies of the submittal materials in a format and quantity as specified by Town staff.