



VACATION CHECKLIST

An application for PLAT, ROW, OR EASEMENT VACATION shall be accompanied by the following information, unless one or more items are specifically waived in writing by the Planning Director:

PROJECT NAME:

PLAT VACATION APPLICATION REQUIREMENTS	Applicant	Staff	N/A
Development Review Application form. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application fee. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of legal ownership in the form of a current title policy. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A project narrative or Letter of Interest, including a statement of the purpose of the application and a description of the proposal. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A copy of the recorded plat to be vacated. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A vacation plat prepared by a professional land surveyor. Refer to the Plat Checklist for applicable submittal requirements. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other reports and information deemed necessary by Town Staff at the pre-application meeting. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copies of the submittal materials in a format and quantity as specified by Town Staff. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROW and/or EASEMENT VACATION APPLICATION REQUIREMENTS			
A project narrative or Letter of Interest, including a statement of the purpose of the application and a description of the proposal. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A petition requesting vacation of the right-of-way and/or easement and all accompanying documents. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other reports and information deemed necessary by Town Staff at the pre-application meeting. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copies of the submittal materials in a format and quantity as specified by Town Staff. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPLICANT INFORMATION

Date:	Completed by:	
Phone Number	Email Address:	
Notes:		

TO BE COMPLETED BY STAFF

Date:	Reviewed by:	
Completeness Review:	Complete: <input type="checkbox"/> Incomplete: <input type="checkbox"/> Conditional Complete: <input type="checkbox"/>	
Notes:		