



42 Valley Crescent  
PO Box 208  
Palmer Lake CO 80133  
719-481-2953 – office

Office Use Only	
Case Number:	_____
Date:	_____
Fees:	\$500.00 _____
Check #:	_____
Rec'd By:	_____
<i>Note: A minimum of ten days are required to process this application</i>	

## Right-of-Way Application

Name of Applicant/Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Phone#: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Proposal: \_\_\_\_\_

Legal Description or Address: \_\_\_\_\_

*(If the applicant is someone other than the property owner, the applicant must provide a notarized letter from the property owner giving permission to be represented in this action).*

***This is a Right-of-Way Vacation*** – A Right of Way vacation is the termination of the **public** interest in a right-of-way (built or unbuilt); it extinguishes the easement for **public** travel that is represented by the right-of-way. The Right of Way is equally divided.

***Criteria for approval of a Right-of-Way Vacation*** - In order to approve any Right-of-Way vacation, the Planning Commission must find, based upon evidence, both factual and supportive, provided by the applicant that the vacation sought will not leave any lands adjoining without an established right of way. and that the portion of the right of way sought to be vacated has now become useless to the property owners, the general public, and the Town of Palmer Lake, and that the Final Plat meets all of the criteria stated in Section 16 of the Palmer Lake Municipal Code.

By signing, Applicant agrees to the following:

- Town of Palmer Lake staff or its consultants may enter the property to inspect the property and evaluate the proposal.
- The applicant/petitioner is liable for all fees and costs associated with the Town's review of this application. These may include, but are not limited, to engineering and consultant fees, public notice / recordation fees, and any other fees paid by the Town in connection with or related to this application.

*Payment of the above fees shall not relieve the applicant of any other fees incurred by the Town.*

**As owner/applicant, I understand and affirm the information contained in this application is accurate, and I agree to the above conditions.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(if needed)*

If the applicant is not the owner:

As owner of the above property, I agree to the application.

**Owner – Print:** \_\_\_\_\_

**Owner – Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## PROCEDURAL CHECKLIST FOR RIGHT-OF-WAY VACATION

Applicant: \_\_\_\_\_ Address/Location: \_\_\_\_\_  
 (print or type)

- \* Submitted on: \_\_\_\_\_
- \* Property will be posted & published by: \_\_\_\_\_
- \* Planning Commission meeting: \_\_\_\_\_
- \* Board of Trustees meeting: \_\_\_\_\_

### Submittal Requirements:

X	Required Information:
X	Complete application form
X	Letter(s) of Intent - why you are making this request; adjoining property owner
	A map of the proposed right-of-way vacation prepared by a Colorado registered land surveyor. Each plan must include:
X	<ul style="list-style-type: none"> <li>• Identify the right-of-way requested for vacation</li> </ul>
X	<ul style="list-style-type: none"> <li>• All easements identified on right-of-way and abutting properties</li> </ul>
	Required Copies: (Proposed)
X	One (1) each 11x17 paper and electronic copy of proposed vacation
X	Copies of letters of notification to all property owners abutting proposed vacation
	A map of all properties effected by the right-of-way vacation, prepared by a Colorado registered land surveyor. Each plan must include:
X	<ul style="list-style-type: none"> <li>• Name of the Proposal</li> </ul>
X	<ul style="list-style-type: none"> <li>• Legal description of the Proposal</li> </ul>
X	<ul style="list-style-type: none"> <li>• Date of preparation and Northpoint</li> </ul>
X	<ul style="list-style-type: none"> <li>• A vicinity map</li> </ul>
	<ul style="list-style-type: none"> <li>• Location of land intended to be for public use</li> </ul>
	<ul style="list-style-type: none"> <li>• All monuments</li> </ul>
	<ul style="list-style-type: none"> <li>•</li> </ul>
	<ul style="list-style-type: none"> <li>• Profiles of all roads</li> </ul>
X	<ul style="list-style-type: none"> <li>• Certificates for execution by Executor (s) – (Mylar)*</li> </ul>
	<ul style="list-style-type: none"> <li>•</li> </ul>
	<ul style="list-style-type: none"> <li>•</li> </ul>
X	<ul style="list-style-type: none"> <li>• All easements as required by public and quasi-public agencies</li> </ul>
X	<ul style="list-style-type: none"> <li>• The right-of-way lines, widths, locations, and street names of existing and proposed streets</li> </ul>
	Required Copies: (Final)
X	<ul style="list-style-type: none"> <li>• One (1) copy of final plat - Mylar* – Owner MUST record after approval</li> </ul>
X	<ul style="list-style-type: none"> <li>• One (1) paper copy (24x36) of final plat</li> </ul>
X	<ul style="list-style-type: none"> <li>• One (1) Electronic copy of final plat</li> </ul>