Town of Palmer Lake

42 Valley Crescent
PO Box 208
Palmer Lake CO 80133
719-481-2953 – office
719-488-9305 - fax

Vacation & Replat Application Form

Name of Applicant: _____________________________________________

Applicant’s Address: ___________________________ Phone#: ___________________________

Email Address: ________________________________________________

Name of Proposal: _____________________________________________

Tax Schedule #: _____________________________________________

This is a Vacation Plat – A map indicating a proposed elimination of a dedicated street, road, easement or subdivision. It shall be prepared by a Colorado Registered Land Surveyor in accordance with a Subdivision Regulations. If approved, it shall be recorded with the County Clerk and Recorder’s Office.

This is a Replat – A map which indicates an alteration from an approved Subdivision Final Plat. Such a proposal shall abide by the same regulations which affect a Final Plat submittal.

Please fill out the appropriate submission checklist to complete the application.

Location of Property: _____________________________________________

Nearest Street Intersection: ___________________________ Existing Subdivision:___________

Current Zoning and Uses of Surrounding Property: N:_______ __________________________
E:_______ __________________________
S:_______ __________________________
W:_______ __________________________

___________________________________________________________

Signature of Owner Date

Applicants Name:_______________________________ Address/Location: __________________________
PROCEDURAL CHECKLIST
FOR
VACTION AND REPLAT

All initial applications will be submitted to the Town office 30 days before the regular Planning Commission workshop.

Planning Commission meetings are held the 3rd Wednesday of each month.
Town Council meetings are held the 2nd and 4th Thursday of each month.

All submittals will need to be in compliance with the corresponding Palmer Lake Municipal Code.
Coordination is required with Roads Committee and Water Department

*Recommend United Notification Cost Center (UNCC) be Contacted Prior to Submittal 1-800-922-1987*

Vacation Plat

✓ Final plats, once recorded may be vacated in the event of unforeseen circumstances by submission and approval of a vacation plat.

✓ A petition and resolution of vacation shall be presented to and approved by the Board of Trustees.

Requirements of a Vacation Plat

✓ Site Plan that includes the following:

✓ Name of subdivision

✓ Legal description

✓ Date of preparation, scale, and northpoint

✓ Vicinity map

✓ Certification by the county clerk

✓ Acknowledgement of the vacation of the dedicated land on the plat before a notary public

✓ Attorney’s title opinion or evidence of satisfactory title insurance

✓ Statement of ownership and acknowledgement of the vacation by all owners

Certificates for Execution by Each of the Following

✓ Planning Commission chairman or vice chairman

✓ The mayor and one member of the Board of Trustees

✓ The County Clerk and Recorder

Layout needs to include

✓ The boundary lines

✓ All existing drainage and utility easements

✓ All lines of lots and blocks

✓ Right-of-way lines, widths, location and street names

Publication Procedures:

✓ Complete application form to the town clerk (15 copies)

✓ Pay an application fee ($250 fee + $10 per acre) to the town clerk

✓ One copy needs to by on Mylar for recording

✓ Site plans (15 copies)
The following is a general description of the steps involved in processing your **Vacation and Replat** with an estimate of the time required.

<table>
<thead>
<tr>
<th>Step Description</th>
<th>Time Required</th>
</tr>
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<tbody>
<tr>
<td><strong>Day of Submittal</strong></td>
<td>The application is reviewed by the Town Office for its completeness. The project will not be scheduled for the Planning Commission’s review until all of the required information has been submitted and the necessary approvals have been obtained for supporting documentation.</td>
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<tr>
<td>After all the required application materials have been received by the Town Office</td>
<td>It will then undergo the review process.</td>
</tr>
<tr>
<td>Public notification is sent out 15 days prior to the Planning Commission meeting</td>
<td></td>
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| The second Wednesday of the month the Planning Commission will have received all the information for the case. | The Planning Commission will then have 1-week to review all the information.  
**APPLICANT MUST BE PRESENT** |
| On the third Wednesday of the month                                             | The Planning Commission will have prepared its recommendations.  
**APPLICANT MUST BE PRESENT** |
| On the first Thursday following the Planning Commission final recommendation    | Town Council will hear comments from the developer.  
**APPLICANT MUST BE PRESENT** |
| By the second Thursday of the month                                             | Town Council will have made a decision  
**APPLICANT MUST BE PRESENT** |
| Appeals                                                                         | Appeals can be filed 15-days after the Town Councils decision                                            |

Application must be turned in by: _______________________________________________

Planning Commission Workshop: _________________________________________________

Planning Commission Meeting: _________________________________________________

Town Council Workshop: _______________________________________________________

Town Council Meeting: ________________________________________________________