



Vacation Review of Utility and Drainage Easements

Attachment to Administrative Review Application Form

APPLICATION REQUIREMENTS AND CHECKLIST

An application for vacation of a city utility or drainage easement must include the information necessary to demonstrate compliance with the vacation criteria adopted by City Council (attached). These requirements are summarized below and are listed on the Administrative Review Application Form. An application fee, as specified on the application form, is also required. In addition, an applicant may submit any additional materials which may be appropriate to the review.

All required materials must be included along with a complete form in order for an application to be accepted by the Planning and Development Services Center. Incomplete applications will not be accepted and will be returned to applicant. All owners of underlying property must consent to the application and sign the application form.

Please use the list below as a checklist, marking those items as they are included in your application. The checklist is intended to assist the applicant in collecting all of the required materials and to assist the Planning and Development Services Center in determining that all of the application requirements are met.

► VACATION APPLICATION REQUIREMENTS

- A complete **Administrative Review Application Form**, including signatures by or the written consent of the owners of all property to be included in the development.
- An **improvement survey** or improvement location certificate by a registered surveyor of the subject property.
- A **legal description** of the subject property.
- A **vicinity map** indicating the site and adjacent streets. If the site is less than one acre, the map must be drawn at a minimum of 1":200'.
- A **written statement** which describes the proposal and addresses how the vacation meets the city criteria (attached).
- Site development plans**, drawn to an identified scale, which delineate the easement or right-of-way proposed to be vacated.
- A **legal description of the easement vacation area** prepared by a licensed surveyor. Label the easement description with a header "Exhibit A" and include a subheading which says "Page 1 of X."
- A **scaled exhibit map** that shows the subject property and the easement area to be vacated. Label the map with a header of "Exhibit A" and include a subheading which says "Page X of X." Include crosshatching in the easement area to be vacated (for clarity when copying document) and the total area of easement to be vacated. Please note that the map must be copied to scale.
- Signatures from **electric/gas, telephone, and cable** company representatives (use attached form.)
- The **vacation fee**, as stated on the Administrative Review Application Form.
- Any other information that the applicant wishes to submit.

VACATION CRITERIA

These criteria apply to requests by property owners for vacations of utility and drainage easements, or portions thereof.

The City Manager may approve requests by property owners for vacation of easements, in accordance with the following criteria:

1. It is presumed that easements were originally dedicated for a valid public purpose. Applicants seeking to vacate said portions of properties bear the burden to show that the change is not contrary to the public interest.
2. All agencies and departments having a conceivable interest in the easement must indicate that no need exists, either at present or conceivable in the future, to retain the property as an easement, either for its original purpose or for some other public purpose.

UTILITY COMPANY ACKNOWLEDGEMENT

► PLEASE COMPLETE THE FOLLOWING:

CENTURYLINK

Contact: Renee Hester at 720-738-2778

5325 Zuni St, Denver, CO 80221

renee.hester@lumen.com

I have reviewed the proposed vacation plans and recommend Approval Disapproval

Disapproval Comments:

Representative's Signature

Date

XCEL ENERGY

Contact: Donna George at 303-571-3306

1123 West 3rd Avenue, Denver, CO 80223

Donna.L.George@xcelenergy.com

***A statement will be provided on Xcel Energy letterhead in lieu of a signature**

COMCAST

Contact: Kevin Young at 720-281-8666, fax 303-603-5628

8470 Umatilla Ave., Federal Heights, CO 80221

kevin_young@cable.comcast.com

I have reviewed the proposed vacation plans and recommend Approval Disapproval

Comments:

Representative's Signature

Date