



VACATION REVIEW Application Form

Community Development Department

A complete application must be received 30 days prior to the Planning Commission meeting.

Applicant _____ Date Filed _____
 Address _____ Amount Paid _____
 Phone _____ File Number _____
 Fax: _____ E-mail: _____

Date of First Pre-Application Conference _____	Fee Paid _____
Date of Second Pre-Application Conference _____	Fee Paid _____

Required information to be submitted with this form:

1. Vicinity map 1" to 500' extending at least 500' beyond the property boundaries.
2. Submission shall include both a JPEG image and an 11" x 17" drawing of property being requested for Vacation.
3. Legal description.
4. A public hearing fee shall be included with all applications requiring a public hearing. This fee does not include the cost of publishing public notices or postage.
5. Mailing labels and funds for first class postage for all property owners within 750' of the boundaries of the property and a list of those owners.

Complete the following information.

VACATION OF: easement____ street____ other (describe)_____

LOCATION: (state precise legal description or attach) _____

Request is hereby made for a vacation of the public way as described above. I hereby certify, warrant, and guarantee that the rights of any persons of ingress, egress, water flowage and the like, will in now way be adversely affected if such vacation be granted, and this warranty is an express and continuing pre-condition to such vacation and a covenant running with the property so vacated, to the effect, and it is hereby so agreed and stipulated, that such a vacation shall be null and void from the beginning for any breach of said foregoing certification and warranty.

_____ Owner's Signature	_____ Date	_____ Applicant's Signature (If different from Owner)	_____ Date
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ABUTTING PROPERTY OWNERS

We, the undersigned, being property owners that would have land returned as a result of the approval of this request, consent to the vacation of the above described public way.

1. _____ Date _____	4. _____ Date _____
2. _____ Date _____	5. _____ Date _____
3. _____ Date _____	6. _____ Date _____

If additional space is needed for signatures by abutting property owners, please attach another sheet with the remainder of the signatures.

UTILITIES, SERVICES & PUBLIC AGENCIES

Consent of Public Service Company of Colorado, Colorado to the City of Lafayette, Colorado:

The undersigned hereby consents to the vacation of the above described public way, subject to the following conditions:

_____, Date _____, 20__

Design Manager, Boulder, Colorado

Consent of Qwest to the City of Lafayette, Colorado:

The undersigned hereby consents to the vacation of the above described public way, subject to the following conditions:

_____, Date _____, 20__

Division Manager, Boulder, Colorado

Consent of Comcast Cable to the City of Lafayette, Colorado:

The undersigned hereby consents to the vacation of the above described public way, subject to the following conditions:

_____, Date _____, 20__

Authorized Agent

Consent of the Department of Public works to the City of Lafayette, Colorado:

The undersigned hereby consents to the vacation of the above described public way, subject to the following conditions:

_____, Date _____, 20__

Authorized Agent

There may be additional utility agencies and/or public agencies, such as the Colorado Department of Transportation, who are affected by this vacation and their consent is required. Their consent should be in the preceding form on an attached sheet.

Pre-application conference(s) with the planning director or director’s representative is required prior to submitting an application. Fees associated with the pre-application conference must be paid at the time of the conference.

Vacations are approved by ordinance, subject to the City Council’s approval. Ordinances require two readings before the City Council. Council meets on the first and third Tuesday of each month.

Costs of Legal Notice in the Newspaper are paid by the Applicant.