

APPLICATION SUBMITTAL CHECKLIST

FOR CITY & COUNTY OF DENVER PUBLIC RIGHT-OF-WAY VACATION

Any Public Right-of-Way (ROW) Vacation Application submittal not meeting all minimum checklist criteria herein shall be rejected as incomplete. Download and fill-out this checklist and submit along with the Application and supporting documentation to DOTI.ER@denvergov.org.

1. ROW Vacation Application

ROW Vacation Application completed and signed by property owner or a vested party

2. Land Descriptions

Land description(s) prepared by a Professional Land Surveyor licensed in the State of Colorado for the portion of ROW to be vacated prepared in accordance with [DOTI Survey Land Description Requirements](#)

- PDF format stamped and signed by Professional Land Surveyor
- Text only in Microsoft Word format

3. Site Plan

ACCURATELY, LABELED, AND DIMENSIONED ENGINEERED DRAWINGS TO INCLUDE THE FOLLOWING:

- Numerical and Bar Scale (scale no smaller than 1:40)
- North Arrow
- Legend
- Plan date and revision number, if applicable
- Hatch area of ROW to be vacated
- Hatch newly proposed ROW dedications, if applicable
- Hatch existing and newly proposed easements, if applicable
- Property lines
- Right-of-way lines
- Label property addresses and street names
- Proposed improvements in ROW vacation area
- All existing, abandoned, and relocated utilities
- Aerial imagery can be used, but does not replace the required accurately engineered drawings
- Existing improvements within ROW, includes edge of pavement, curb & gutter, trees, landscaping, sidewalks, driveways, alleys, signs, etc.

4. Fees

ROW VACATION FEES MUST BE PAID IMMEDIATELY AFTER ER PROVIDES AN INVOICE

Initial Processing Fee = \$1,000.00 (non-refundable)
 Survey Land Description Review Fee = \$500 (non-refundable)
 Ordinance Fee = \$300 (non-refundable)

Property Owner or Authorized Application Representative:

By signing below, I certify that all above information has been incorporated in our application submittal.

SIGNATURE: _____ DATE: _____
 PRINT NAME: _____ PHONE: _____
 EMAIL: _____ COMPANY: _____

City and County of Denver Department of Transportation & Infrastructure
 Right of Way Services | Engineering & Regulatory
 201 W. Colfax Ave, Dept. 507 | Denver, CO 80202
www.denvergov.org/ROWPlanReview
DOTI.ER@denvergov.org
 (720) 865-3003

APPLICATION

FOR CITY & COUNTY OF DENVER PUBLIC RIGHT-OF-WAY VACATION

To apply for an Ordinance to Vacate Public Right-of-Way (ROW) in the City and County of Denver, complete this application and submit together with the Submittal Checklist and required application materials in accordance with the [ROW Vacation Application Requirements](#) to DOTI.ER@denvergov.org. Please type or print clearly. If necessary, attach additional sheets to fully answer any of the following sections. Incomplete applications packages will not be accepted. Questions on this application or this process can be sent to DOTI.ER@denvergov.org.

PROPERTY OWNER:

Company Name: _____

Contact Name: _____

Property Address: _____

Phone: _____ Email: _____

PRIMARY CONTACT: Check if the same as Adjacent Property Owner

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____ Email: _____

PROJECT INFORMATION:

Project Name: _____

Address of Property Associated with ROW Vacation: _____

Is this project associated with a LAND DEVELOPMENT REVIEW?

Yes No If 'Yes', provide Project Master, Concept or Site Development Plan Project Numbers:

Is this project also dedicating new ROW?

Yes No If 'Yes', provide ROW Dedication Project Number(s) and describe the ROW dedication:

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REASON FOR ROW VACATION:

Describe why you are requesting this ROW Vacation and why the ROW is no longer needed.

ROW VACATION INFORMATION:

Describe the status of the ROW:

In the space below, describe the current use of the ROW to be vacated.

Are there utilities are in the ROW? Yes No

If yes, list each utility and identify utility owner, utility type, and size (e.g. CCD 8-inch Sanitary Sewer); whether it will remain or be removed, relocated, or abandoned in-place; and, expected schedule. For utilities to remain in-place, the City will reserve a utility easement over the vacated area with the ROW Vacation Ordinance. See [ROW Vacation Application Requirements](#) for standard easement language.

APPLICANT SIGNATURE:

By signing below, I certify that I am the owner or vested party of the real property that is the subject of this ROW Vacation Application and the information contained herein is accurate and complete:

SIGNATURE:	_____	DATE:	_____
PRINT NAME:	_____	PHONE:	_____
EMAIL:	_____	COMPANY:	_____

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