

	<p align="center"> City of Englewood Community Development Department 1000 Englewood Parkway Englewood, CO 80110 303-762-2342 englewoodco.gov </p>
	VACATION OF RIGHT-OF-WAY CHECKLIST

Only **complete** applications will be accepted.
Please use the following Checklist to complete your application.

Applicant ✓	City ✓	Checklist Items
		Pre-application meeting with Community Development held on:
		Application Form
		Completed Checklist (this form)
		Fees
		Application Fee (payable to City of Englewood) \$ 500.00 (Non-Refundable)
		Recording Fee (payable to City of Englewood) \$ TBD (Due at recording)
		Written request and justification
		Approved Notices from all land owners adjoining the right-of-way
		Site Plan:
		Maximum Size: 11" x 17"
		Number of Copies for initial submittal: 10
		Include the following items on the site plan:
		Written and graphic scale
		North arrow
		Property address
		Other Documents: Provide 1 copy of any special agreements, easements, conveyances, restrictions or covenants governing the property
		Additional material/information as requested by City Manager or Designee
Note:		Additional copies will be required for: <ul style="list-style-type: none"> ▪ Resubmittals ▪ Outside agency referrals ▪ Planning and Zoning Commission Public Hearing ▪ City Council 1st Reading ▪ City Council Public Hearing

Avoid delays - Submit a complete application!