



ROADWAY (RIGHT-OF-WAY) VACATION

Application submittals must include all documents on this checklist as well as this page. Please use the reference guide (pg. 2) included in this packet for more information on each submittal item.

All applications shall be submitted electronically to epermitcenter@adcogov.org. If the submittal is too large to email as an attachment, the application may be sent as an unlocked OneDrive link. Alternatively, the application may be delivered on a flash drive to the One-Stop Customer Service Center. All documents should be combined in a single PDF. Once a complete application has been received, fees will be invoiced and payable online at <https://permits.adcogov.org/CitizenAccess/>.

1. Development Application Form (pg. 5)
2. Application Fees (see table)
3. Written Explanation of the Project
4. Copy of Vacation Plat Prepared by Registered Land Surveyor (see guidelines pg. 3)
5. Proof of Ownership
6. Proof of Water and Sewer Services
7. Legal Description
8. Certificate of Taxes Paid
9. Certificate of Notice to Mineral Estate Owners/and Lessees (pg. 7)
10. Certificate of Surface Development (pg. 8)

| Application Fees | Amount | Due |
|-------------------------|---------------|-------------------------------------|
| ROW Vacation | \$600 | After complete application received |

Roadway Vacation Guide to Development Application Submittal

All development application submittals shall comprise of one (1) electronic copy (emailed or delivered on a USB). **Application submittals that do not conform to these guidelines shall not be accepted.**

3. Written Explanation of the Project:

- A clear and concise, yet thorough, description of the proposal. Please include, if applicable, timeframe, purpose of project, and improvements that will be made to the site

4. Copy of Vacation Plat Prepared by Registered Land Surveyor:

- Prepared by a professional land surveyor to vacate an easement, right-of-way or other encumbrance that may no longer be needed and thereby free up the land for another use
- Depicts all information necessary to “add” this land back into the overall parcel including record of the legal description, dedications, exact size, shape, and location
- See guide on page 3

5. Proof of Ownership:

- A deed may be found in the Office of the Clerk and Recorder
- A title commitment is prepared by a professional title company

6. Proof of Water:

- Public utilities-A written statement from the appropriate water district indicating that they will provide service to the property **OR** a copy of a current bill from the service provider
- Private utilities- Well permit(s) information can be obtained from the Colorado State Division of Water Resources at (303) 866-3587

Proof of Sewer:

- Public utilities-A written statement from the appropriate sanitation district indicating that they will provide service to the property **OR** a copy of a current bill from the service provider
- Private utilities-A written statement from Adams County Health indicating the viability of obtaining Onsite Wastewater Treatment Systems

7. Legal Description:

- Geographical description used to locate and identify a property
- Visit <http://gisapp.adcogov.org/quicksearch/> to find the legal description for your property

8. Certificate of Taxes Paid:

- All taxes on the subject property must be paid in full. Please contact the Adams County Treasurer’s Office
- Or <http://adcogov.org/index.aspx?NID=812>

9. and 10. Certificate of Notice to Mineral Estate Owners/ Certificate of Surface Development:

- The State of Colorado requires notification to mineral rights owners of applications for surface development (i.e. zoning, plats, etc.)
- Mineral or Surface right owners may be found in the title commitment for the subject property
- You may also search the Office of the Clerk and Recorder for any recorded deeds, easements, or other documents.

Roadway Vacation Plat Document Requirements

1. **Vacation Name:** (MAIN STREET VACATION PLAT) at the top of the sheet, followed by a subtitle identifying the section, township and range information along with County and State.
2. **Property Description:** An accurate and clear property (legal) description of the overall boundary of the subdivision with the acreage of the subdivision. All courses in the property (legal) description shall be shown and labeled on the plat drawing, with all bearings having the same direction as called out in the legal description. The only exception being where more than one description is required, going a different direction over the same course. The direction shall then hold for the description having more weight (i.e., the overall boundary) for purposes of the plat. If both record and "as-measured" dimensions are being used, show both and clearly label on the plat drawing. Point of commencement and/or point of beginning shall be clearly labeled on the plat drawing.
3. **Purpose Statement:**
 - a. The purpose of this roadway vacation plat is to (describe).
4. **Surveyor's Statement:** Statement by a registered land surveyor, professionally licensed by the State of Colorado, to the effect that the layout represents a survey made by him and that the monuments thereon actually exist as located and that all dimensional and other details are correct.
5. **Easement Preservation Note:**
 - a. Reserving, however, an easement for the continued use of existing sewer, gas, water and similar pipelines and appurtenances, and for electric, telephone, and similar lines and appurtenances within said street right-of-way.
6. **Layout:** The exact layout including:
 - a. **Streets:** All street rights of way defined by the plat will be clearly distinguishable from other map lines by use of a distinct line type and/or thickness. All lines will be labeled with a complete bearing and distance, and all curves will be labeled with a central angle (delta), radius and arc length. Radial bearings and/or chord bearings will be provided for all nontangent curves. Widths shall be labeled from each right-of-way line normal to the corresponding street center line. All street center lines defined by the plat will be clearly distinguishable from other map lines by use of distinct line type and/or thickness. All lines will be labeled with a complete bearing and distance and all curves will be labeled with a central angle (delta), radius and arc length. Radial bearings and/or chord bearings will be provided for all nontangent curves. The plat shall show the right-of-way lines, widths, locations and street names of all existing and proposed public or private streets:
 - i. Within the proposed subdivision, and
 - ii. Immediately abutting the proposed subdivision, and
 - b. **Readability:** All line annotation and all other text will be easily and clearly readable. No text shall overwrite other text or be overwritten by map lines.
 - c. **Leader Lines:** Use leader lines whenever a dimension is not clearly and unmistakably associated with a given line, line segment or arc.

- d. **Multiple Sheets:** Whenever a plat drawing spans multiple sheets, clear and well labeled match lines and a key map shall be included on each sheet. Labels will be of the nature "See Sheet of ". Duplicate street names, widths, lot numbers, tract names, easement labeling or any such labeling when any feature is shown on multiple sheets.
 - e. **Legend:** Provide a legend which designates all lines and symbols except where called out on plat drawing.
 - f. **Inundation Mark:** The plat shall clearly show the 100-year floodplain line. Reference the appropriate FEMA panel by which the location of this line has been determined.
7. **Adjacent Subdivision:** Names of adjacent platted areas along with the reception and/or plat book and page number shall be shown. If unplatted, so indicate. Existing street rights of way that intersect the subdivision boundary or are adjacent to said boundary lines shall be clearly labeled with the street name, right of way width and appropriate deed or plat recording information wherein the right of way is defined. Show and label all existing lots and blocks that are immediately adjacent to the subdivision boundary.
 8. **Basis Of Bearing:** A clearly defined basis of bearings shall be provided, both verbally and graphically. All monumentation defining said line shall be shown and labeled on the plat drawing. When said line is not common with the subdivision boundary, it shall be accurately tied to the boundary with bearings and distances.
 9. **Monuments:** All monuments used to determine and/or describe a boundary (including basis of bearings, point of beginning and point of commencement) shall be shown and clearly labeled on the plat drawing. Monuments for corners defined by the plat, or otherwise found to be missing in the field, shall be placed and set in accord with the requirements of the State of Colorado.
 10. **Square Footage:** The area in square feet of all lot and tracts sought to be platted.
 11. **Other Information:** All other information required by State law.



Application Type:

| | | |
|--|--|--|
| <input type="checkbox"/> Conceptual Review | <input type="checkbox"/> Preliminary PUD | <input type="checkbox"/> Temporary Use |
| <input type="checkbox"/> Subdivision, Preliminary | <input type="checkbox"/> Final PUD | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Subdivision, Final | <input type="checkbox"/> Rezone | <input type="checkbox"/> Conditional Use |
| <input type="checkbox"/> Plat Correction/ Vacation | <input type="checkbox"/> Special Use | <input type="checkbox"/> Other: _____ |

PROJECT NAME:

APPLICANT

Name(s): Phone #:

Address:

City, State, Zip:

2nd Phone #: Email:

OWNER

Name(s): Phone #:

Address:

City, State, Zip:

2nd Phone #: Email:

TECHNICAL REPRESENTATIVE (Consultant, Engineer, Surveyor, Architect, etc.)

Name: Phone #:

Address:

City, State, Zip:

2nd Phone #: Email:

DESCRIPTION OF SITE

Address:

City, State, Zip:

Area (acres or square feet):

Tax Assessor Parcel Number

Existing Zoning:

Existing Land Use:

Proposed Land Use:

Have you attended a Conceptual Review? YES NO

If Yes, please list PRE#:

I hereby certify that I am making this application as owner of the above described property or acting under the authority of the owner (attached authorization, if not owner). I am familiar with all pertinent requirements, procedures, and fees of the County. I understand that the Application Review Fee is non-refundable. All statements made on this form and additional application materials are true to the best of my knowledge and belief.

Name:

Date:

Owner's Printed Name

Name:

Owner's Signature

CERTIFICATION OF NOTICE TO MINERAL ESTATE OWNERS

I/We, _____
(the "Applicant") by signing below, hereby declare and certify as follows:

With respect to the property located at:

Physical Address: _____

Legal Description: _____

Parcel #(s): _____

(PLEASE CHECK ONE):

_____ On the _____ day of _____, 20____, which is not less than thirty days before the initial public hearing, notice of application for surface development was provided to mineral estate owners pursuant to section 24-65.5-103 of the Colorado Revised Statutes;

or

_____ I/We have searched the records of the Adams County Tax Assessor and the Adams County Clerk and Recorder for the above identified parcel and have found that no mineral estate owner is identified therein.

Date: _____ Applicant: _____

By: _____

Print Name: _____

Address: _____

STATE OF COLORADO)

)

COUNTY OF ADAMS)

Subscribed and sworn to before me this _____ day of _____, 20____, by
_____.

Witness my hand and official seal.

My Commission expires: _____

Notary Public

After Recording Return To:

Name and Address of Person Preparing Legal Description:

A recorded copy of this Certification shall be submitted to the Adams County Community and Economic Development Department with all applicable land use applications.

APPLICANT'S CERTIFICATION CONCERNING QUALIFYING SURFACE DEVELOPMENT,
PURSUANT TO C.R.S. §24-65.5-103.3 (1)(b)

I/We, _____
_____, (the "Applicant") by signing below, hereby declare and certify as follows:

Concerning the property located at:

Physical Address: _____

Legal Description: _____

Parcel #(s): _____

With respect to qualifying surface developments, that (PLEASE CHECK ONE):

_____ No mineral estate owner has entered an appearance or filed an objection to the proposed application for development within thirty days after the initial public hearing on the application; or

_____ The Applicant and any mineral estate owners who have filed an objection to the proposed application for development or have otherwise filed an entry of appearance in the initial public hearing regarding such application no later than thirty days following the initial public hearing on the application have executed a surface use agreement related to the property included in the application for development, the provisions of which have been incorporated into the application for development or are evidenced by a memorandum or otherwise recorded in the records of the clerk and recorder of the county in which the property is located so as to provide notice to transferees of the Applicant, who shall be bound by such surface use agreements; or

_____ The application for development provides:

- (i) Access to mineral operations, surface facilities, flowlines, and pipelines in support of such operations existing when the final public hearing on the application for development is held by means of public roads sufficient to withstand trucks and drilling equipment or thirty-foot-wide access easements;
- (ii) An oil and gas operations area and existing well site locations in accordance with section 24-65.5-103.5 of the Colorado Revised Statutes; and
- (iii) That the deposit for incremental drilling costs described in section 24-65.5-103.7 of the Colorado Revised Statutes has been made.

Date: _____ Applicant: _____

After Recording Return To:

By: _____
Print Name: _____
Address: _____

STATE OF COLORADO)
)
COUNTY OF ADAMS)

Subscribed and sworn to before me this _____ day of _____, 20____, by
_____.

Witness my hand and official seal.

My Commission expires: _____
Notary Public

Name and Address of Person Preparing Legal Description:

A recorded copy of this Certification shall be submitted to the Adams County Community and Economic Development Department within thirty days after the initial public hearing on all applicable land use applications.

APPLICANT'S CERTIFICATION CONCERNING QUALIFYING SURFACE DEVELOPMENT,
PURSUANT TO C.R.S. §24-65.5-103.3 (1)(b)

I, _____ (the "Applicant") by signing below, hereby declare and certify as follows concerning the property located at:

Physical Address:

Legal Description: _____

Parcel # (s): _____

With respect to qualifying surface developments:

Access to existing and proposed mineral operations, surface facilities, flowlines, and pipelines in support of such existing and proposed operations for oil and gas exploration and production, including provisions for public roads sufficient to withstand trucks and drilling equipment or thirty-foot-wide access easements, were provided for in a " _____ " area as recorded in Reception # _____ on _____.

Date: _____ Applicant: _____
By: _____
Address: _____

STATE OF COLORADO)
)
COUNTY OF ADAMS)

Subscribed and sworn to before me this ____ day of _____, 20____, by
_____.

Witness my hand and official seal.

My Commission expires: _____
Notary Public

After Recording Return To:

Name and Address of Person Preparing Legal Description:

A recorded copy of this Certification shall be submitted to the Adams County Community and Economic Development Department with all applicable land use applications.