



# ROUTT COUNTY

**PLANNING DEPARTMENT**  
136 6th Street, Suite 200  
Steamboat Springs, CO 80477  
Ph: (970) 879-2704

<b>OFFICE USE</b>	Presubmittal Code _____
	Planner Initials _____
	Identifier _____

## SUBMITTAL CHECKLIST VACATION—EASEMENT, RIGHT-OF-WAY, SUBDIVISION PLAT

*This checklist shall be completed by the staff planner at the pre-application meeting and must be submitted online. Failure to submit all required information may delay the review of the application.*

Project Type   Vacation   Planning Type \_\_\_\_\_

- Application fee \$800
- Proof of ownership: Deed or Assessor's Property Record Card
- Statement of Authority, if required
- Written narrative / description of requested vacation
- Additional information as required by Planning Director \_\_\_\_\_

### EASEMENT

- Legal description of easement to be vacated
- Utility company sign-off / approval letters

### RIGHT-OF-WAY

- Legal description of right-of-way to be vacated
- Statement of approval from Routt County Road & Bridge Department
- Statement of approval from all property owners who rely on the right-of-way to be vacated

### SUBDIVISION PLAT

- Copy of recorded subdivision plat

FOR REVIEW ONLY

### Owner Signature(s)

I consent to this application being submitted and that all information contained within is true and correct to the best of my knowledge.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Print/type name of owner

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Print/type name of owner