



### Easement Vacation (EV) Checklist

All submittal materials listed below must be submitted electronically in .pdf format.

- \_\_\_ Letter of Request should contain, at a minimum, the following:
  - \_\_\_ Date of Application.
  - \_\_\_ Owner and Owner’s Representative or Consultant Mailing Addresses, Telephone Numbers, and Email Addresses
  - \_\_\_ Site location, dimensions, and size of property in feet and acres, and present zoning.
  - \_\_\_ Project description or project narrative
  - \_\_\_ Action requested and the reason and purpose for the request.
  - \_\_\_ Existing and proposed facilities, structures, roads, etc.
- \_\_\_ Download and fill out the [Letter of Consent](#) when the applicant role is as Designated Representative, and the project property is not owned by the applicant or business.
- \_\_\_ Proof of Ownership by Recorded Deeds
- \_\_\_ If owner is other than Individual, please provide the following:
  - \_\_\_ Certificate of Good Standing and Operating Agreement or Recorded Statement of Authority as applicable to LLC property ownership.
  - \_\_\_ Articles of Incorporation and By Laws as applicable for Corporation Property ownership.
  - \_\_\_ Trust Documents as applicable for Trust Property ownership.
- \_\_\_ **Vacation Plat** in .pdf format, prepared by a Colorado Licensed Land Surveyor and to the Standards of a Land Survey Plat which includes ties to Global Positioning System in .pdf format and provides, at a minimum, the following:
  - \_\_\_ Is suitable for recording
  - \_\_\_ Depicts and legally describes the public easement to be vacated
  - \_\_\_ Notes all reservations if any
- \_\_\_ The requested vacation will not leave any land adjoining the roadway without an abutting established public road or private access easement connecting the land with another established road.

**NOTE:** If property owners choose to update their deeds to match the new platted legal description, they should consult with an attorney or title professional. This is a private conveyance decision and is not required by Pueblo County Planning & Development for plat approval. Our office is happy to record any deed provided with the plat. Please contact the Assessor’s Office regarding any requirements they may have.