



Road/Alley Vacation (RAV) 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 ownership 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 road or alley to be vacated
 - _____ Notes all reservations if any
- _____ Established Access Documentation required only IF access road is NOT maintained by Pueblo County Public Works.
- _____ 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.