



VACATION OF RECORDED PLAT, RIGHT-OF-WAY OR EASEMENT APPLICATION

124 "E" Street
P.O. Box 417, Salida, CO 81201
Phone: 719-539-4555 Fax: 719-539-5271
Email: planning@cityofsalida.com

1. TYPE OF VACATION

- Vacation of a recorded plat
- Vacation of a right-of-way
- Vacation of an easement

2. PROCEDURE (City Code Section 16-14-110)

1. Pre-Application Conference. Optional.
2. Submit Application.
3. Staff Review. Schedule Hearing. Forward Report to Applicant and Commission.
4. Public Notice Provided For Hearing.
5. Public Hearing Conducted by Commission and Recommendation Made.
6. Public Hearing Scheduled Before Council. Forward Report to Applicant and Council
7. Public Notice Provided For Hearing.
8. Public Hearing Conducted by Council and Action Taken.

3. APPLICATION CONTENTS

Twelve copies of all application materials are required

1. **General Development Application**
2. **Vacation Application**
3. **Site Plan.** A site plan of the subject property, showing existing and proposed features, buildings, roads, alleys, utilities, etc. which are relevant to the review of the application. The application will also indicate conformance with any applicable review standards for the proposed vacation. **The copies shall only be accepted on 8½" x 11", 11" x 17" or 24"x 36" paper.**
4. **Surrounding Land Use.** Current land use of properties on all sides of the property and across the street(s) and alley.
5. **Public Notice.**
 - a. **List.** A list shall be submitted by the applicant to the city of adjoining property owner's names and addresses. A property owner is considered adjoining if it is within 175 feet of the subject property regardless of public ways. The list shall be created using the current Chaffee County tax records.
 - b. **Postage Paid Envelopes.** Each name on the list shall be written on **two** postage-paid envelopes. Postage is required for up to one ounce. Return address shall be City of Salida, P.O. Box 417, Salida, CO 81201
6. **Other Information.** Staff may request additional information as deemed necessary to evaluate the impacts of the vacation application.
7. **Vicinity Map.** 8 ½" x 11" map showing parcel's location in the City.
8. **Application Fee** \$450 cash or check made out to City of Salida. (\$150 application fee + \$300 deposit for outside professional services)

4. REVIEW STANDARDS

1. Access to public road. No roadway shall be vacated so as to leave any adjoining land without a means of access to another public road.
2. Easements. In granting a vacation, the City may reserve easements for the installation or maintenance of utilities, ditches and similar improvements.
3. Comprehensive Plan. A subdivision plat, public right-of-way or dedicated easement may be vacated if the vacation would be consistent with or implements the applicable intent statements, specific directions and recommended actions of the Comprehensive Plan.
4. Transfers or sales of lots. A subdivision plat may be vacated if none of its lots have been sold or transferred; or, if there have been sales or transfers, then if there has been no development on any lots in the subdivision and all of the owners agree to the vacation of the plat.