



VACATION of Interior Lot Lines and Public Easements or Establish Public Easements Application (Revised 1/01/2026)

Project # _____

Table with 2 columns: Description and Cost. Rows include: Vacate an Interior Lot Line Without an Easement (\$66.000 + recording fees), Vacate an Interior lot line With an Easement (\$146.00 + recording fees), Vacate a Public Easement (\$146.00 + recording fees), Establish Public Easements (\$146.00 + recording fees)

1. Applicant Information

- a. Name(s) _____
b. Phone _____
c. Mailing Address _____
d. E-Mail Address _____

2. Property Information

- e. Street Address _____
f. Legal Description _____
g. Zoning of the Tract _____

3. Vacation Request Information

- a. Describe Request _____
b. Describe Purpose of Request _____

4. Lot Line and Easement Vacation

- a. First step - Applicant must go to IREA's office at 800 N. Hwy 67 to process IREA's paperwork.
b. The proposed vacation will result in a single contiguous tract of land, with a new legal description.
c. A consolidation of lots may result in having to cap a sewer line. Please call City Utilities at 719-687-5212 to ensure this is completed.
d. The proposed vacation will not adversely affect any legal right of an adjoining property owner or person.
e. The proposed vacation is in conformance with the goals and objectives of the City's Comprehensive Plan and applicable zoning regulations.
f. The deeds for each lot must be in the same "tenancy."
g. Signatures on the "Notice of Vacation" must be notarized the same as on the deed of the property. For example, if a married name is used, please sign as Mary Smith (on the deed) a/k/a (also known as) Mary Smith Jones.
h. Once a lot line is vacated, it cannot be re-established except through the City's subdivision regulations and process per the Municipal Code.
i. Upon approval by the City of Woodland Park, the attached Vacation Notice will be completed and recorded with the Teller County Clerk and Recorder.

5. Establishing Public Easements

a. A legal description and exhibit prepared by a surveyor shall be submitted with the application.

6. Submittal Requirements

The following information must be submitted with the application:

Applicant Check	City Check	Submittal Requirement
		Application Fees As outlined on page 1.
		Recording/Publication Fees Teller County Clerk and Recorder charges fees to record documents. You will be billed for these costs plus publication costs incurred by the Planning Department. <i>Recording fees: \$13.00 for first page, \$5.00 for each page thereafter, plus \$2.00 e-file fee.</i>
		Proof Of Ownership Warranty deed or title policy. The deeds for each lot must be in the same "tenancy."
		Exhibit/Drawing An exhibit or drawing showing the proposed lot line vacation. The exhibit shall be drawn on 8 1/2"x 11" paper.

7. Certification

I (we) do hereby declare and affirm that I am/we are the owner(s) of the subject property and request the proposed lot line or easement change.

 Signed _____ Date _____

 Signed _____ Date _____

City Use Only	
1.	Submission _____, 20____, taken by _____ Fee Received _____, 20____, taken by _____
2.	Review and Approval from the utility service companies IREA (electric) <input type="checkbox"/> _____ Black Hills (natural gas) <input type="checkbox"/> _____ Century Link (phone) <input type="checkbox"/> _____ Baja Cable (cable TV) <input type="checkbox"/> _____
3.	Lot line vacation Notice recorded by Teller County on _____ with Reception # _____