



**VACATION OF A PUBLIC  
RIGHT-OF-WAY  
2026 Application Form  
(Revised 1/1/2026)**

Project # \_\_\_\_\_  
 Fees: \$1148.00  
 (Plus publication and recording fees)

**1. Applicant Information** (Include all property owners involved with the vacation request)

<b>Property Owner</b> (First and Last Name)	<b>#1</b>	<b>#2</b>
<b>Mailing Address</b>		
<b>E-Mail Address</b>		
<b>Phone Numbers</b>		

**2. Property Information**

- a. Street Address \_\_\_\_\_
- b. Legal Description (Lot, Block, Subdivision) \_\_\_\_\_
- c. Zone District \_\_\_\_\_

**3. Vacation/Establish Easement Request Information**

- a. Provide a General Description of the Area Requested to be Vacated/Established  
 \_\_\_\_\_  
 \_\_\_\_\_
- b. Reason for Request \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- c. What Utilities or Drainage Facilities Exist in the Area? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- d. Will Any Lots Be Denied Street Access If This Vacation Is Approved?  
 Yes    No    If Yes, Please Describe \_\_\_\_\_  
 \_\_\_\_\_

#### 4. Submittal Requirements

The following information must be submitted with the application pursuant to Chapter 12.08 for the vacation of streets, alleys, easement, or other public rights of way.

Applicant Check	City Check	Submittal Requirements:
		<b>Complete Application</b> A completed application for a vacation upon forms supplied by the Planning Department.
		<b>Application Fee</b> As outlined on page one.
		<b>Recording/Publication Fees</b> 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 the first page, \$5.00 for each page thereafter, plus \$2.00 e-file fee.</i>
		<b>Adjoiners List (Required only for Vacation of Right of Way)</b> A complete list of names and mailing addresses of all adjacent property owners within 150' of the subject property.
		<b>Proof Of Ownership</b> Warranty deed or title policy.
		<b>Exhibit/Drawing</b> An exhibit or drawing by a registered land surveyor showing the proposed easement or right of way vacation. The exhibit shall be drawn on 8 1/2" x 11" paper. A legal description of the subject property is also required.

#### 5. Certification

I (we) do hereby declare and affirm that I (we) am (are) the owner(s) of the subject property(s) affected by this vacation request.

 Owner \_\_\_\_\_ Date \_\_\_\_\_

 Owner \_\_\_\_\_ Date \_\_\_\_\_

City Use Only	
1.	Submission _____, 20____, taken by _____
2.	Review and Approval from the Utility Service Companies IREA (electric) _____ Century Link (phone) _____ Black Hills (natural gas) _____ Baja (cable TV) _____
3.	Public Hearing Notices Posted On _____, 20____ Published on _____, 20____ Property Owner Notification _____, 20____