



Easement Dedication, Vacation and Recordation

The purpose of this guide is to provide general information about the dedication, vacation, and recordation of utility easements. This guide is not intended to be all inclusive. Additional information may be required during the application process.

FEES:

\$200

TIMELINE:

2-3 weeks per review cycle*

*Typical development review process takes 3-4 months

Easement dedication and vacation applications must comply with the standards and follow the process found in the City of Greeley Subdivision Regulations (please refer to Chapter 18.04). The Community Development Department, Division of Planning, is responsible for processing the application. City staff reviews the application to determine if it meets City standards. The request cannot be detrimental to the public health, safety, or welfare. The request will be referred to the Planning Commission for consideration if a request is found to be detrimental. The applicant is responsible for recording costs of the approval document if the request is granted.

Pre-Application Conference Information Sheet (optional)

Planner _____ Phone No. _____ Date _____

Applicant/Representative(s) _____

Type of Application _____

Location _____

Comments: _____

The following is a list of referral offices and agencies that may either be required to review the application or have an interest. The City's planner shall determine during the pre-application conference which ones are to receive plans for review and comment.

- | | |
|--|---|
| <ul style="list-style-type: none"> _____ Current Planning _____ Natural Resources Planning _____ Neighborhood Planning _____ Building Inspection _____ PW Transportation _____ PW Traffic _____ PW Design Review _____ PW Drainage _____ PW Stormwater _____ PW Streets _____ UCFRA (Fire Prevention) _____ Parks Department _____ City Forestry Division _____ Water and Sewer Engineering _____ Water and Sewer Permitting _____ Police Department _____ Cultural Affairs Department (Historic Preservation) _____ City Attorney's Office _____ Recreation Department _____ City Clerk's Office _____ City Manager's Office | <ul style="list-style-type: none"> _____ Weld County Planning _____ City of Evans _____ Town of Windsor _____ Greeley-Weld County Airport _____ Public School Districts _____ Colorado Department of Transportation _____ Colorado Department of Natural Resources _____ Colorado State Engineer _____ Colorado Division of Wildlife _____ Atmos Energy (Natural Gas) _____ Qwest Telecommunications _____ Xcel Energy _____ Poudre Valley REA _____ Railroad _____ Irrigation and Ditch Companies _____ Comcast Cable _____ Northern Colorado Water Conservancy District _____ U.S. Army Corps of Engineers _____ Other interested agencies & offices |
|--|---|

_____ Total

18.04.710 Application and process

The dedication, vacation or recordation of easements may occur as a replat as provided in Article VI, or using the procedure specified herein. Applications for the dedication, vacation or recordation of easements shall contain the following information:

- (1) A completed application form provided by the Community Development Department.
- (2) A written request describing the proposed dedication, vacation or recordation and why such is necessary.
- (3) A scale drawing or illustration at least eleven (11) inches by seventeen (17) inches in size, which accurately shows the proposed dedication or vacation.
- (4) A copy of the deed or legal instrument identifying the applicant's interest in the property under consideration. If an authorized agent signs the application, a letter granting power of attorney to the agent from the property owner shall be provided.
- (5) If dedicating an easement, a legal description of the proposed dedication, prepared by a land surveyor licensed in the State; or
- (6) If vacating an easement or a portion of an easement, a copy of the legal instrument that dedicated said easement and a completed "Utility Company Consent of Vacation" form available from the Community Development Department. Refer to the Water and Sewer Design Manual, Sections 3.08 and 4.08, for further information.
- (7) Current written evidence of ownership and evidence of written notice to all ownership or lien-holder interests,
including, but not limited to a warranty deed, contract or property tax notice of the subject property.
- (8) Applicable fee for processing and reviewing the dedication or vacation.

Easement Dedication, Vacation & Recordation Roadmap

Prior to submitting an application for Easement Dedication, Vacation & Recordation it may be worthwhile to schedule a pre-application meeting or apply for a preliminary “scoping” review. Having early feedback on a land-use proposal can often make a formal application proceed quicker as many concerns may be able to be addressed with the initial submittal rather than later in the process. To schedule a pre-application or scoping review contact the Planning office at (970) 350-9780.

SUBMIT

- Submit application for review (incomplete submittals will cause delays)
- Projects submitted by 5pm **Monday** are scheduled for review the following Wednesday

REVIEW • REVISE • RESUBMIT

- Staff reviews completed application (2-3 weeks per review cycle)
- Substantial correction comments will **require** resubmittal
- Once **all** comments have been addressed the project may submit for building permit review

FINISH

- Staff prepares an approval document; and
- Applicant may proceed to building permit (if necessary); or
- The decision may be appealed (within 10 working days)



**UTILITY COMPANY CONSENT OF
VACATION**

VACATION OF: **Public Right-of-Way** **Utility Easement**

DATE: _____

APPLICANT: _____

LEGAL DESCRIPTION OF EASEMENT TO BE VACATED:

This is to certify that the following departments and/or utility companies have reviewed and approved this application for the vacation of dedicated easement.

City of Greeley Public Works Department-Engineering

City of Greeley Water & Sewer Department

City of Greeley Public Works–Stormwater Management

Atmos Energy

Xcel Energy

Comcast Cable

CenturyLink

City Review Team Contact Information

Every project is assigned to a planner and an engineer, who will contact you after the project has been assigned. If you have general questions in the meantime, please contact the Administrative Assistant at 970-350-9780 who will connect you to the appropriate person.

You may also wish to contact individuals from other agencies or utilities who are invited to contribute to the meeting. They include:

| | | |
|---------------------------------------|-------------------|--------------|
| Atmos Energy | Jerry Adams | 970-304-2075 |
| Colorado Department of Transportation | Gloria Hice-Idler | 970-350-2148 |
| Xcel Energy | Terry Stencel | 970-395-1207 |
| Poudre Valley REA | Terry Willis | 970-282-6432 |
| Weld School District #6 | Wayne Eads | 970-348-6405 |
| Century Link | Carson Ortega | 970-392-4837 |
| Comcast Cable | Bill Blair | 720-490-3891 |



Land Use Application

1

Please print or type all required information. This form is **NOT** the complete submittal. The application fee and all associated materials are to be provided with this form. Staff will review the submittal and advise you of its completeness for processing.

2

Project Name:

Land Use Request:

Address/Location:

| | Existing | | Proposed (if different) | |
|-----------|-----------------|----------|--------------------------------|----------|
| Zoning | | | | |
| Site Use | | | | |
| Site Area | Acres: | Sq. Ft.: | Acres: | Sq. Ft.: |

3

Owner

Submittal Contact (if different)

| | | | |
|----------|--|--|--|
| Name | | | |
| Business | | | |
| Address | | | |
| Phone # | | | |
| Fax # | | | |
| E-Mail | | | |

4

This application must be signed by ALL owner(s) of record or the authorized officer, if a corporation; current proof of ownership, such as a warranty deed, is to be submitted with this application. A letter of authorization should be submitted if the authorized representative will be acting on the owner's behalf.

I/We, the owner(s), depose and state under penalties of perjury that the application and support materials provided to the City of Greeley for the identified request(s) are true and accurate. I/We am/are fully aware of all requests being made to the City of Greeley and authorize individuals or firms to represent our interest in this/these request(s).

Name:

Name:

Signature:

Signature:

Date:

Date: