



**RIGHT-OF-WAY ACTION
(Dedication or Vacation)**
Application Requirements
October 1, 2021

These Application Standards have been adopted by reference and are required and reviewed in conjunction with the City's Development Code.

Site Plan Requirements

Right-of-way dedication and vacation applications must comply with the standards and follow the process found in the City of Greeley Subdivision Regulations Chapter 3. The Community Development Department is responsible for processing all dedication and vacation applications. City staff evaluates the application to determine if it meets City standards. The request cannot be detrimental to the public health, safety, or welfare and cannot deprive any parcel of adequate access to a public road or street right-of-way. The Planning Commission reviews the request and staff's evaluation, holds a public hearing, and makes a recommendation to City Council. The City Council will hold a public hearing and may deny, approve, approve with conditions, or table the request until another date.

Application Requirements

1. Application form
2. Application fee consistent with the City of Greeley Fee Schedule.
3. A copy of the deed or legal instrument identifying the applicant's interest in the property under consideration.
4. Project Narrative – Describing the reason for the proposed vacation or dedication.
5. Include the amount of right-of-way being dedicated or vacated.
6. A scale drawing or illustration at least eleven (11) inches by seventeen (17) inches in size, which accurately shows the proposed dedication or vacation.
7. If dedicating right-of-way – A legal description of the proposed dedication, prepared by a land surveyor licensed in the State.
8. If vacating right-of-way – A copy of the legal instrument that dedicated said easement and a completed "Utility Company Consent of Vacation" form (below).

Utility Company Consent of Vacation (see next page)

**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

City of Greeley Water & Sewer Department

City of Greeley Stormwater Management

Atmos Energy

Xcel Energy

Comcast Cable

CenturyLink