

## VACATION OF RIGHT-OF-WAY CHECKLIST

- Fees** *(Application fees are non-refundable)*
  - Application Fee: \$ 500.00 *(Payable to City of Englewood)*
  - Recording Fee: \$ TBD *(Determined at time of recording)*
- Development Review Team Meeting**
  - Provide meeting notes
- Written request and justification**
- Approved Notices from all land owners adjoining the right-of-way**
- Site Plan** *(Include the following items on the site plan)*
  - Written and graphic scale
  - North arrow
  - Property address
  - Area or right-of-way requesting to be abandoned
- Other Documents** *(Provide any special agreements, easements, conveyances, restrictions or covenants governing the property)*
- Additional material/information** as requested by City Manager or Designee

Submit the completed checklist along with your application.

Submittals will only be accepted via <https://lms.EnglewoodCO.gov>

Apply under Planning Projects: Submit Application >> Vacation >>  
Easement

***Avoid delays – Submit a complete application!***