



DELTA COUNTY

PLANNING & COMMUNITY DEVELOPMENT

VACATION APPLICATION

VACATION FEE: \$250

Vacation requests are presented to the Board of County Commissioners at a Public Hearing. After hearing testimony in the Public Hearing, the Board of County Commissioners shall take one of the following actions: 1) Approve the vacation with or without conditions, 2) Deny the vacation, or 3) Table the request to a date certain. The Board of County Commissioners may also vacate a public road, street, Right-of-Way, alley, lane, parkway, avenue, trail or other public way, dedicated, conveyed by deed or recorded easement, or acquired by prescriptive use, collectively referred to as "Public Way," whether or not it had ever been used as such. See requirements below for submittals.

Subdivision Vacations

Letter of Intent. An application for a vacation shall be made by submitting a Letter of Intent explaining the reasons for the request and the required fees to the County Planning Department.

Petition. A Vacation of all or a portion of a Final Plat shall be submitted with a petition signed by not less than fifty percent (50%) of the owners of the lots as shown on the Final Plat and one hundred percent (100%) of the owners of the lots to be vacated.

Process. Upon determining that the petition for vacation of all or part of a Final Plat is complete, the Planning Department shall schedule and process the request as a Final Plat.

Roads, Street, Rights-of-Way, or Easement Vacations

Letter of Intent. An application to vacate any portion of a Right-of-Way or easements shall include, but not be limited to: 1) statement in regards to whether any public moneys have been spent on any portion of the public way, 2) certification that no property will be left without proper access if the vacation is approved, 3) explanation of the purpose for the request to vacate, including how the proposed vacation will not negatively impact public access, 4) names and addresses of all the owners of property which abuts the public way, and 5) name, mailing address and telephone number of the applicants.

Vacation Plat. A Plat (minimum 11" x 17") illustrating the following: 1) the public way which is proposed to be (all or partially) vacated, including all necessary dimensions including the total Right-of-Way, 2) cross-hatch or otherwise illustrate the portion of public way to be vacated, and 3) title map "A vacation of (name or description)" and include on, or attach to the map, a legal description of the portion of the public way to be vacated, including Section, Township, Range, and P.M. information.

Process. Upon determining that the petition for vacation of all or part of a public way is complete, the Planning Department shall schedule the request for a Public Hearing by the Board of County Commissioners.

When filling out the application please use **blue** or **black** ink. Incomplete applications are not considered filed; meaning, the Planning Department cannot accept the application until all areas are filled out and all required documents are submitted with the application.

We accept Cash, Check and all major Debit/Credit Cards (service fee applied at check out)

Please make checks payable to **DELTA COUNTY**

If you wish to pay online, you can do so [here](#). Please make sure to include the term "Vacation Request" in the Payment Notes.



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GENERAL INFORMATION

SITE ADDRESS: _____

ASSESSOR'S ACCOUNT (R#123456) OR PARCEL ID (Ex: 999999999999):

PROPERTY OWNER(S): _____

NOTE: If Property Owner is an LLC, Trust, etc., the owner's name needs to reflect the LLC, Trust, etc. and the applicant will need to submit proof of authorization (e.g., Power of Attorney, Statement of Authority, etc.) to act on behalf of the owner.

MAILING ADDRESS: _____

PHONE: _____

E-MAIL: _____

APPLICANT(S): _____

NOTE: If Applicant is not the owner, authorization (e.g., Power of Attorney, Statement of Authority, etc.) is **REQUIRED to act on behalf of the owner.**

MAILING ADDRESS: _____

PHONE: _____

E-MAIL: _____

ACKNOWLEDGEMENT AND AUTHORIZATION

A review will be conducted by County Staff to identify if any other documentation, plans, data, fees, supplemental information, and/or reports will be required. If deemed necessary, a conference may be scheduled to meet with the applicant to help staff better understand the request. It is the responsibility of the applicant(s) to ensure that all information and materials required are submitted.

Once a Review Letter is issued by County Staff, the application fee is non-refundable. Delta County is the lead agency to coordinate the processing of this Application Package. Please feel free to contact the Planning Department to discuss any questions/concerns (informally) before submittal of an application.

The undersigned authorizes Delta County to proceed with processing this application under the requirements of the applicable Delta County codes/regulations, and to allow access to the property as needed to verify/assess information related to this application.

I hereby certify that the information provided herein is complete and accurate to the best of my knowledge. Also, I hereby certify that I am the property owner and that I, the undersigned, am authorized to act on the property owner's behalf. I hereby certify that I have read and understand the requirements of this application.

Applicant Signature: _____ DATE: _____

Owner Signature: _____ DATE: _____



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(OFFICE USE ONLY)

Project #: _____ Date Received: _____ Previous Case Association: _____

NOTARY

COLORADO NOTARY ACKNOWLEDGMENT

State of Colorado
County of Delta

This record was acknowledged before me on this _____ day of _____, 20 _____,

by _____

Notary's Official Signature

(seal)

Title of Office: _____

My Commission Expires: _____