

Vacation Plat Checklist

form date: March 21, 2024 draft

Notes:

- Town staff will strive to review the submitted application for completeness within ten (10) days of receipt. Once an application is deemed complete, required payment of fees are received, and cost reimbursement agreement is signed, the application will be forwarded to appropriate staff and referral agencies.
- Land use applications fees can be found on the Town website - see adopted Master Fee Schedule.
- For submittal and drawing items below, see code section 16.20.120 for more information.
- On this checklist, check off items included in the application and shown on the drawings.

SUBMITTAL REQUIREMENTS	
	One paper copy of all submittal items
	Digital (PDF) copy of all submittal items
	Land Use application form
	This checklist – check off all items submitted and drawing requirements that have been met
	Application fee
	Cost reimbursement agreement
	30-day requirement signed waiver
	Petition for vacation of right-of-way, easement, or plat
	Title commitment
	Vacation plat map (see Drawing Requirements below)
	Criteria statement
	Letters of support from Utility Providers and Other Affected Agencies
	Project narrative
	Application to replace right-of-way, easement, or plat may be required

DRAWING REQUIREMENTS (continued)	
	Acknowledgment of vacation of dedicated lands
	Statement of ownership
	Attorney’s title opinion or evidence of satisfactory title insurance showing record ownership
	Graphic representation of property to be vacated
	Acreage of property to be vacated
	Name and boundaries of adjacent subdivisions and streets
	Lot and block numbers of adjacent lots and blocks
	Existing and proposed rights-of-way
	Existing and proposed easements

DRAWING REQUIREMENTS	
	24” x 36” sheet, unless other size is approved
	Name of subdivision / vacation
	North arrow
	Written & graphic scale
	Vicinity map
	Date of preparation
	Name of person or firm that prepared the drawing
	Legal description
	Clerk and recorder certification

REVIEW PROCESS

The following is a general description of the steps involved in processing Vacation Plat, with an estimate of the time required. NOTE: PC means Planning Commission, BOT means Board of Trustees.

Step 1: Pre-application conference	Required prior to submitting an application.
Step 2: Application submittal	
Step 3: Certification of completeness	
Step 4: Letters of Support	From Utility Providers and Other Affected Agencies within 30 days of the application being deemed to be complete
Step 5: Staff review and preparation of comments	Staff reviews the application then prepares and sends comments to the applicant
Step 6: Applicant addresses Staff comments.	
Step 7: Final staff review and report to BOT	
Step 8: Public hearing and decision by BOT	
Appeal, if needed	Appeals can be filed 15 days after BOT decision

CRITERIA FOR APPROVAL SUMMARY

For complete text of the criteria, see code section 16.20.120(d).

	The right-of-way, easement or plat being vacated is not needed in the short- or long-term.
	The right-of-way, easement, or plat will be replaced.
	The applicant is relocating all public facilities or utilities within the right-of-way or easement.
	The public and surrounding properties will not be negatively impacted by the vacation.

Application received date: _____

Accepted as complete date: _____

PC hearing date: _____

BOT hearing date: _____

Recording date: _____