



200 W. Oak Street, 3<sup>rd</sup> Floor  
Fort Collins, CO 80521  
(970) 498-7683 / [larimer.org/planning](http://larimer.org/planning)

# EASEMENT VACATIONS/ RIGHTS-OF-WAY VACATIONS

The submittal requirements listed in this packet are intended to collect all of the information required for Larimer County staff and review agencies to fully evaluate the proposal. Additional information may be requested from the applicant during the review process if necessary to address specific issues that arise.

**Please Note:** Once submitted to the County, all application materials become a matter of public record.

## SUBMITTAL REQUIREMENTS

The following item are required for all applications.				
Item #	Description:	Information Provided for:	Copies Required	✓
<b>One Electronic Set Of All Submittal Materials</b> (Flash/Jump Drive or CD)				
1.	<b>Application Form</b> – must be signed by <b>all</b> property owners and the applicant	File		
2.	<b>Application Fee</b> – current fee at the time of submittal	File	\$	
3.	<b>Project Description</b> – detailed description of what is being proposed, include Review Criteria from Section 5 of the Land Use Code. <b>Please see Page 2 for Project Description requirements</b>	File, All Referral Agencies		
4.	<b>Easement Legal Description</b> – the legal description of the easement(s) proposed to be vacated	File		
5.	<b>Site Map</b> – a map or plat of the area identifying the street, right-of-way or easements to be vacated. Include the location of all existing structures. 8 ½” x 11” size is acceptable.	File, All Referral Agencies		
6.	<b>Utility Check Sheet</b> – check sheet must be reviewed and signed by all applicable utility and ditch companies. See attached form.	File		
7.	<b>Ownership and Encumbrance*</b> – Contact a Title Company to acquire this report.	File		

**\*Ownership and Encumbrance:** A report that identifies the last recorded owner, legal description and recorded deeds of trust or mortgages of a property.

## ITEM# 1 DETAILS – PROJECT DESCRIPTION

**The purpose of right-of-way and easement vacations is to provide for the vacation of rights-of-way and easements that are no longer needed after complete review by all appropriate agencies.**

Element	Description
Summary	The project description is the applicant's opportunity to explain what is being proposed.
Review Criteria	<p>How the proposal meets the applicable review criteria listed in Section 5.9.3 of the Land Use Code (see below):</p> <p>To approve a right-of-way or easement vacation, the county commissioners consider the following review criteria and find that each criterion has been met or determined to be inapplicable:</p> <ul style="list-style-type: none"><li>A. Approval of the vacation request will not leave any land adjoining the right-of-way without an established public road or without utility or drainage services.</li><li>B. The recommendations of referral agencies have been considered; and</li><li>C. Any right-of-way that is vacated will be divided equally between the lots on each side unless it can be demonstrated that all of the right-of-way was originally taken from one parcel. In that case, the right-of-way will be returned to that parcel. Property owners on each side of the right-of-way may agree to divide the vacated right-of-way differently but must sign deeds to transfer ownership after the county commissioners approve the vacation.</li></ul>

## UTILITIES CHECK SHEET

**PLEASE NOTE THAT YOU WILL BE ASKED TO PROVIDE THE UTILITY COMPANIES WITH A SITE PLAN AND A PROJECT DESCRIPTION.**

Applicant Name & Address: \_\_\_\_\_

Landowner's Name & Address: \_\_\_\_\_

Engineer/Surveyor Name & Address: \_\_\_\_\_

**WATER DISTRICT:** \_\_\_\_\_

Comments:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**SANITATION DISTRICT:** \_\_\_\_\_

NOTE: This is for lots which are served by public sewer only. If on-lot sewage disposal is proposed, this blank is not applicable. DO NOT CONTACT THE HEALTH DEPARTMENT.

Comments:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**CENTURYLINK:** Contact Business Office for the service area in which the property is located (See next page for info).

Comments:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**POUDRE VALLEY REA:** Contact the Engineering Department, 7649 REA Parkway, Fort Collins

Comments:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**XCEL ENERGY:** 1901 East Horsetooth Road, Fort Collins

Comments:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**DITCH COMPANY:** \_\_\_\_\_

Comments:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

DISTRICT NAME	CONTACT	ADDRESS	PHONE
<b>WATER:</b>			
Bald Mountain Water Association	Chuck McAfee	419 Green Mtn. Drive, Loveland	667-7278
East Larimer County (ELCO)	Mike Scheid	232 Link Lane, Fort Collins	493-2044
Ft. Collins/Loveland	Mike Ditullio	5150 Snead Drive, Fort Collins	226-3104
Little Thompson Water	Michael Cook	835 East Highway 56, Berthoud	532-2096
North Carter Lake Water	Barry Dykes		303-517-9982
North Weld County Water	Don Posselt	33247 Highway 85, Lucerne	356-3020
Northern Colorado Water	Rich Patterson	4389 E CR 70, Wellington	568-3975
Pinewood Springs Water	Gabi Benson	183 Cree Court, Lyons	303-823-5345
Spring Canyon Water	Kevin Barricklow	4908 Shoreline, Fort Collins	226-5605
Sunset Water District	Willard Wright	1556 Riverside, Fort Collins	484-0764
West Fort Collins Water	Doug Biggee	2711 N. Overland, LaPorte PO Box 426, LaPorte	484-4881
<b>WATER/SANITATION:</b>			
Berthoud Water & Sanitation - S. Loveland Sanitation also	Town Clerk	328 Massachusetts, Berthoud	532-2643
Estes Park Water & Sanitation	Bob Goehring	170 MacGregor, Estes Park	586-5331
Fort Collins Water & Sewer - LaPorte & Mtn. View San. also	Jim Hibbard	700 Wood Street, Fort Collins	221-6681
Loveland Water & Wastewater	Melissa Morin	200 North Wilson, Loveland	962-3709
Wellington Water & Sewer	Bill Bodkins	3735 Cleveland, Wellington	568-3381
Boxelder Sanitation	Patricia Mathena	3201 E Mulberry # Q, Fort Collins	498-0604
Cherry Hills Sanitation	Charles R. Vessey	512 North Link Lane, Fort Collins	493-6130
Estes Park Sanitation	Jim Duell	1201 Graves Ave, Estes Park	586-2866
Upper Thompson Sanitation	Jeffery Hodge	2196 Mall Road, Estes Park	586-4544
<b>CENTURY LINK:</b>			
Fort Collins/Wellington/Red Feather Lakes/Crystal Lakes	Engineering Dept. Terry Speer terry.speer@centurylink. com	3702 Automation Way, Ste 106 Fort Collins, CO	490-7500
Allenspark/Berthoud/Estes Park/Loveland	Engineering Dept. Justin Wallace Justin.wallace@century link.com	2505 1 <sup>st</sup> Ave, Greeley, CO 80634 (by appointment only)	392-4838
Lyons/Longmont	Christopher Janoski Christopher.janoski@ centurylink.com	5325 Zuni, Floor 7 Denver CO 80221	720-578-3189
<b>MISCELLANEOUS:</b>			
Berthoud Fire Protection District	Steve Charles	275 Mountain Ave, Berthoud	532-2264
Colorado Division of Highways	Gloria Hice-Idler	1420 2nd Street, Greeley	353-1232
Division of Water Resources	Jim Hall	810 9 <sup>th</sup> Street, Greeley	352-8712
Estes Park Fire Department	Scott Dorman	170 MacGregor, Estes Park	577-0900
Estes Park Light and Power	Reuben Bergsten	170 MacGregor, Estes Park	577-3583
Loveland Fire Rescue Authority	Carie Dann	410 E 5 <sup>th</sup> St, Loveland	962-2518
Poudre Fire Authority	Ron Gonzales	102 Remington, Fort Collins	221-6570
Poudre Valley REA	Engineering Dept.	7649 REA Parkway, Fort Collins	226-1234
Xcel Energy		1901 E. Horsetooth, Fort Collins <b>USE THE NORTH DOOR</b>	225-7840



## Planning Department

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### Development Review Process

- ☐ 1041
- ☐ Appeal
- ☐ Add-on Agreement
- ☐ Amended Plat
- ☐ Boundary Line Adjustment
- ☐ Condominium Map Review
- ☐ Extended Family Dwelling
- ☐ Farmstead
- ☐ Location & Extent
- ☐ Lot Consolidation
- ☐ Minor Land Division
- ☐ Minor Special Review
- ☐ Nonconformities
- ☐ Plat Vacation
- ☐ Public Site Plan
- ☐ Rezoning
- ☐ ROW or Easement Vacation
- ☐ Site Plan Review
- ☐ Special Exception
- ☐ Special Review
- ☐ Variance
- ☐ Wireless Facility
- ☐ Other:

Application Phase  
What process phase  
are you applying for?

- ☐ Admin Review
- ☐ Sketch Plan Review
- ☐ Public Hearing

# Land Use Application

All applications must be complete. To be complete, the application must include all items identified on the submittal requirement checklist. Any application which is not complete will not be accepted, processed, or scheduled for review.

## REQUIRED INFORMATION

### Property Owner

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email (required): \_\_\_\_\_

### Property Owner

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email (required): \_\_\_\_\_

### Applicant Company (if applicable)

Name: \_\_\_\_\_

General Company Email (required): \_\_\_\_\_

### Applicant Contact Info

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email (required): \_\_\_\_\_

### Engineer/Surveyor

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email (required): \_\_\_\_\_

## PROJECT IDENTIFICATION (list all parcel #'s that pertain to the project)

## Signatures required by **ALL** Property Owners and the Applicant

I hereby certify that I am the lawful owner of the parcel(s) of land that this application concerns and consent to the action. I hereby permit county officials to enter upon the property for the purposes of inspection relating to the application. Building Permits will not be accepted while this application is in process.

Date: \_\_\_\_\_

Property Owner(s) Printed Name

Date: \_\_\_\_\_

Property Owner(s) Signature

Date: \_\_\_\_\_

Property Owner(s) Printed Name

Date: \_\_\_\_\_

Property Owner(s) Signature

In submitting the application materials and signing this application agreement, I acknowledge and agree that the application is subject to the applicable processing and public hearing requirements set forth in the Larimer County Land Use Code (which can be viewed at [larimer.org](http://larimer.org))

Date: \_\_\_\_\_

Applicant Signature

→ **THIS SECTION IS FOR PLANNING STAFF TO COMPLETE AT PRE-APP** ←

**PROJECT SITE INFORMATION**

Project Location: Quarter Section \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Project Address (if available): \_\_\_\_\_

Assessor's Parcel Numbers (list all parcels that pertain to the project): \_\_\_\_\_

Pre-Application Conference Date: \_\_\_\_\_ Planner: \_\_\_\_\_

Pre-Application Conference attended by: \_\_\_\_\_

Proposed Request: \_\_\_\_\_

Plan Area (if applicable): \_\_\_\_\_ Lot Size(s): \_\_\_\_\_

Related Files: \_\_\_\_\_

Setback Information: \_\_\_\_\_

Utilities: Water: \_\_\_\_\_ Sewer: \_\_\_\_\_ Fire: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning (if applicable): \_\_\_\_\_

→ **THIS SECTION IS FOR PLANNING STAFF TO COMPLETE FOR SENDOUT** ←

**PROJECT SENDOUT INFORMATION**

Project Title: \_\_\_\_\_ File #: \_\_\_\_\_

Project Location Description: \_\_\_\_\_

Request (Project Description): \_\_\_\_\_

Site Access: \_\_\_\_\_ Trips Generated by Proposal: \_\_\_\_\_

Proposed Use: \_\_\_\_\_ Notification Area: \_\_\_\_\_

Schedule for Hearing? **Yes** **No** Hearing Date: \_\_\_\_\_ Planner: \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Sign Given: \_\_\_\_\_ Paid \$: \_\_\_\_\_ Check #: \_\_\_\_\_