



City of Northglenn
11701 Community Center Drive
Northglenn, CO 80233
P: 303-451-8326
F: 303-450-8708
northglenn.org

VACATION OF R.O.W. AND EASEMENT

Application Guide

OVERVIEW

A vacation of right-of-way or an easement may be requested by an adjacent property owner or property owner where the subject easement is located. The purpose of a vacation is for the City to divest its rights, interest, or title to a specific right-of-way or easement. The City will review a vacation request but, at its discretion, may or may not approve the request. A complete description of the procedures for a Vacation of Right-of-Way or Easement can be found in Section 11-6-6(d) of the Unified Development Ordinance (UDO).

SUBMITTAL REQUIREMENTS

The following application package must be submitted to the Planning and Development Department to commence review. Submittals should be electronic, or one (1) paper copy will also be accepted. Any missing information may cause the application to be incomplete and, therefore, rejected.

- Completed **Application Form**.
- Application Fee** of \$250.
- Proof of Ownership**
- Survey and Metes and Bounds Legal Description** of the proposed vacation request.
- Project Description/Justification Letter** that summarizes the rezoning request and includes written justification in response to the required criteria detailed below.
- Additional Information**, as may be required by the Planning staff or if applicable to the proposed site plan request. Refer to your Pre-Application Meeting notes for guidance.

PROCESS

- Prior to submittal of a Vacation application, you are required to schedule a Pre-Application Meeting in accordance with Section 11-6-6(d) of the UDO. Contact the Planning and Development Department at 303-450-8739 to schedule a Pre-Application Meeting.
- Applications can be submitted electronically to development@northglenn.org or directly to Planning and Development Department staff at City Hall (11701 Community Center Drive).
- Upon receipt of an application, the Planning staff will review the application package for completeness. If the application is deemed complete, it will be referred out to the city's Development Review Committee, which consists of various city departments, including Planning, Building, Engineering, Public Works, City Attorney, North Metro Fire Rescue, and any other agency/department that might have an interest in the application.
- The Planning and Development Department will compile all comments from the various city departments and other agencies and provide a written review letter within 15 business days of submittal. If a resubmittal is required, it will be requested in the review letter. Any resubmittals will follow this same procedure.
- Once an application has completed the staff review, it can be scheduled for public hearing before the Planning Commission to provide recommendation to City Council for final approval.
- In order for a Vacation to be approved, it must meet the approval criteria outlined in Section 11-6-6(d)(3)(E)(ii) of the code, which is further described later in this guide.



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- Planning Commission meetings are scheduled the first and third Tuesdays of the month at 7:00 p.m. in the City Council Chambers at City Hall (11701 Community Center Drive). The exact date and time for your meeting will be coordinated with you upon receipt of a complete application and full staff review.
- City Council meetings are scheduled the second and fourth Mondays of the month at 7:00 p.m. in the City Council Chambers at City Hall (11701 Community Center Drive). Because Vacation requests are approved by an ordinance, City Council includes two required dates, 1st Reading to schedule the item, and 2nd reading to conduct the public hearing. Attendance is only required at the public hearing during 2nd reading. The exact date and time for your meeting will be coordinated with you upon receipt of a complete application and full staff review.
- The Planning and Development Department will notice all public hearings in accordance with code requirements, meaning that a sign will be posted on the property at least 15 days before the public hearing date. Additionally, staff will publish notice of the public hearing in the local Northglenn-Thornton newspaper and send mailed notices to all property owners within 300 feet of the Vacation request. Please note that the public hearing sign shall remain on the property until after the public hearing date. If a replacement sign is required, please contact the Planning and Development Department.

CODE REQUIREMENTS

Section 11-6-6(d) of the Unified Development Ordinance (UDO) addresses the requirements for a Vacation application. The following references are excerpts from the UDO pertaining to the Rezoning review process. Additionally, Rezoning applications shall be in compliance with all applicable development standards and zoning district regulations identified in the UDO. Please refer to the city's Municipal Code for a complete listing of all requirements outlined in the UDO.

Section 11-6-6(d)(3)(E)(ii). Vacation Approval Criteria

In reviewing a proposed vacation of right-of-way or easement, the Planning Commission and City Council shall consider whether the vacation of right-of-way or easement:

- a. Is in conformance with the Comprehensive Plan;
- b. Will comply with the applicable zoning district standards;
- c. Does not result in negative impacts to the safe movement of vehicles, bicycles, and/or other modes of transportation or disrupt an existing or planned public transportation system; and
- d. Will comply with use, dimensional, design, and other development standards in this UDO.

Please note that a Vacation must comply with all applicable requirements outlined in the Northglenn UDO. The city's UDO can be found at www.northglenn.org/municode.



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 Application

PROJECT INFORMATION

General Description of Request: _____

Attach a Project Description Letter that describes in detail the request.

Property Address or Location: _____

Legal Description: _____

Current Zoning District: _____ Proposed Zoning District: _____

Lot area: _____

PROPERTY OWNER(S) INFORMATION

Name: _____

Company (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

AUTHORIZED AGENT (If other than owner)

Name: _____

Company (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

OWNER(S) & AGENT CERTIFICATION

I hereby depose and state under the penalties of perjury that all statements, proposals and/or plans submitted with/or contained in this application are true and correct and the application is complete to the best of my knowledge and belief.

Agent's Signature: _____ Date: _____

Owner(s)' Signature(s): _____ Date: _____

STAFF USE ONLY:

Case Number:

Date Application Received: