



City of Englewood  
 Community Development Department  
 1000 Englewood Parkway  
 Englewood, CO 80110  
 303-762-2342  
 englewoodgov.org

**VACATION OF RIGHT-OF-WAY  
 CHECKLIST**

Only **complete** applications will be accepted.  
 Please use the following Checklist to complete your application.

Applicant ✓	City ✓	Checklist Items
		<b>Pre-application</b> meeting with Community Development held on:
		<b>Application Form</b>
		<b>Completed Checklist</b> (this form)
		<b>Fees</b>
		Application Fee (payable to City of Englewood)      \$ 500.00 ( <b>Non-Refundable</b> )
		Recording Fee (payable to Arapahoe County Clerk)      \$ TBD (Due at recording)
		<b>Written request and justification</b>
		<b>Approved Notices from all land owners adjoining the right-of-way</b>
		<b>Site Plan:</b>
		Maximum Size: <b>11" x 17"</b>
		Number of Copies for initial submittal: <b>10</b>
		Include the following items on the site plan:
		Written and graphic scale
		North arrow
		Property address
		<b>Other Documents:</b> Provide 1 copy of any special agreements, easements, conveyances, restrictions or covenants governing the property
		<b>Additional material/information</b> as requested by City Manager or Designee
		<b>Additional copies</b> will be required for:
		<ul style="list-style-type: none"> <li>▪ Resubmittals</li> <li>▪ Outside agency referrals</li> <li>▪ Planning and Zoning Commission Public Hearing</li> <li>▪ City Council 1<sup>st</sup> Reading</li> <li>▪ City Council Public Hearing</li> </ul>
		<b>Note:</b>

*Avoid delays - Submit a complete application!*