



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

**VACATION OF EASEMENT
 CHECKLIST**

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

Applicant ✓	City ✓	Checklist Items
		Application Form
		Completed Checklist (this form)
		Letter of Authorization (if applicant is not the property owner)
		Fees
		Application Fee (payable to City of Englewood) \$ 250.00 (Non-Refundable)
		Recording Fee (payable to Arapahoe County Clerk) \$ TBD (Due at recording)
		Review and approval from Public Works
		Other Documents: Provide 1 copy of any special agreements, easements, conveyances, restrictions or covenants governing the property
		Additional material/information as requested by City Manager or Designee
Note:		Additional copies will be required for: <ul style="list-style-type: none"> ▪ Resubmittals ▪ Outside agency referrals ▪ Planning and Zoning Commission Public Hearing ▪ City Council Public Hearing

Avoid delays - Submit a complete application!