



VACATION or ESTABLISHMENT
of LOT LINES
and PUBLIC EASEMENTS
Application Form
(Revised 3/21/2023)

Project # _____

Lot Line Fees:

Vacate an Interior Lot Line without an Easement	\$57.00 (+ recording fees)
Vacate lot line With an Easement	\$126.00 (+ recording fees)
Vacate a Public Easement	\$126.00 (+ recording fees)
Establish a Public Easement	\$126.00 (+ recording fees)

1. Applicant Information

- a. Name(s) _____
- b. Phone _____
- c. Mailing Address _____
- d. E-Mail Address _____

2. Property Information

- e. Street Address _____
- f. Legal Description _____
- g. Zoning of the Tract _____

3. Vacation Request Information

- a. Describe Request _____

- b. Describe Purpose of Request _____

4. Lot Line and Easement Vacation

- a. **First step** - Applicant must go to IREA's office at 800 N. Hwy 67 to process IREA's paperwork.
- b. The proposed vacation will result in a single contiguous tract of land, with a new legal description.
- c. A consolidation of lots may result in having to cap a sewer line. Please call City Utilities at 719-687-5212 to ensure this is completed.
- d. The proposed vacation will not adversely affect any legal right of an adjoining property owner or person.
- e. The proposed vacation is in conformance with the goals and objectives of the City's Comprehensive Plan and applicable zoning regulations.
- f. The deeds for each lot must be in the same "tenancy."
- g. Signatures on the "Notice of Vacation" must be notarized the same as on the deed of the property. For example, if a married name is used, please sign as Mary Smith (on the deed) a/k/a (also known as) Mary Smith Jones.
- h. Once a lot line is vacated, it cannot be re-established except through the City's subdivision regulations and process per the Municipal Code.
- i. Upon approval by the City of Woodland Park, the attached Vacation Notice will be completed and recorded with the Teller County Clerk and Recorder.

5. Establishing Public Easements

a. A legal description and exhibit prepared by a surveyor shall be submitted with the application.

6. Submittal Requirements

The following information must be submitted with the application:

Applicant Check	City Check	Submittal Requirement
		Application Fees As outlined on page 1.
		Recording/Publication Fees Teller County Clerk and Recorder charges fees to record documents. You will be billed for these costs plus publication costs incurred by the Planning Department. <i>Recording fees: \$13.00 for first page, \$5.00 for each page thereafter, plus \$2.00 e-file fee.</i>
		Proof Of Ownership Warranty deed or title policy. The deeds for each lot must be in the same "tenancy."
		Exhibit/Drawing An exhibit or drawing showing the proposed lot line vacation. The exhibit shall be drawn on 8 1/2"x 11" paper.

7. Certification

I (we) do hereby declare and affirm that I am/we are the owner(s) of the subject property and request the proposed lot line or easement change.

 Signed _____ Date _____

 Signed _____ Date _____

City Use Only	
1.	Submission _____, 20____, taken by _____ Fee Received _____, 20____, taken by _____
2.	Review and Approval from the utility service companies IREA (electric) <input type="checkbox"/> _____ Black Hills (natural gas) <input type="checkbox"/> _____ Century Link (phone) <input type="checkbox"/> _____ Baja Cable (cable TV) <input type="checkbox"/> _____
3.	Lot line vacation Notice recorded by Teller County on _____ with Reception # _____