

FORM V: Vacations of Easements or Right-of-way -- DRB

Please refer to the DRB meeting schedules for dates and deadlines. Your attendance is required.

>> INFORMATION REQUIRED FOR ALL VACATION APPLICATIONS

- ☐ No Interpreter Needed for Meeting? _____ If yes, indicate language: _____
- _____ A Single PDF file of the complete application including all documents being submitted must be emailed to PLNDRS@cabq.gov prior to making a submittal. Zipped files or those over 9 MB cannot be delivered via email, in which case the PDF must be provided on a CD. PDF shall be organized with the Development Review Application and this Form V at the front followed by the remaining documents in the order provided on this form.
- _____ Zone Atlas map with the entire site clearly outlined and labeled.
- _____ Letter of authorization from the property owner if application is submitted by an agent.
- ☐ **VACATION OF PRIVATE EASEMENT**
- ☐ **VACATION OF PUBLIC EASEMENT**
- ☒ **VACATION OF RIGHT-OF-WAY -- DRB**
- ☐ **VACATION OF RIGHT-OF-WAY -- COUNCIL**
- _____ Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(K)(3)
- _____ Copy of the complete document which created the easement(s) (7 copies, folded)
Not required for City owned public right-of-way.
- _____ Drawing showing the easement or right-of-way to be vacated (7 copies, not to exceed 8.5" x 11")
- _____ If easements, list number to be vacated one
- _____ If right-of-way, square footage to be vacated (see IDO Section 14-16-6-6(K) _____)
- _____ Proof of Neighborhood Meeting per IDO Section 14-16-6-4(C)
- _____ Office of Neighborhood Coordination neighborhood meeting inquiry response
- _____ Proof of email with read receipt OR Certified Letter offering meeting to applicable associations
- _____ If a meeting was requested / held, copy of sign-in sheet and meeting notes
- _____ Required notices with content per IDO Section 14-16-6-4(C)
- _____ Office of Neighborhood Coordination notice inquiry response, notifying letter, and proof of first class mailing
- _____ Proof of emailed notice to affected Neighborhood Association representatives
- _____ Buffer map and list of property owners within 100 feet (excluding public rights-of-way), notifying letter, and proof of first class mailing
- _____ Sign Posting Agreement (not required for easements if IDO Section 14-16-6-46K)(2)(a) is satisfied)
- The vacation must be shown on a DRB approved plat recorded by the County Clerk within one year, or it will expire.**

I, the applicant or agent, acknowledge that if any required information is not submitted with this application, the application will not be scheduled for a public hearing, if required, or otherwise processed until it is complete.

Signature: 

Date: 7/3/19

Printed Name: Rupal S. Engineer

☐ Applicant or ☒ Agent**FOR OFFICIAL USE ONLY**

Case Numbers:

Project Number:

Staff Signature

Date:

