

**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**

\_\_\_ Interpreter Needed for Meeting? NO if yes, indicate language: \_\_\_\_\_  
 ATTACHED A Single PDF file of the complete application including all documents being submitted must be emailed to [PLNDRS@cabq.gov](mailto: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*.

ATTACHED Zone Atlas map with the entire site clearly outlined and labeled

ATTACHED Letter of authorization from the property owner if application is submitted by an agent

- VACATION OF PRIVATE EASEMENT AND VACATION OF PRIOR LOT LINES TO FIT NEW SURVEY AND RE-PLAT**
- 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" by 11")
- \_\_\_ If easements, list number to be vacated \_\_\_\_\_
- \_\_\_ 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(K)(6)
  - \_\_\_ 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 14-16-6-6(K)(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>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 meeting, if required, or otherwise processed until it is complete.</i>		
Signature:	S/ ORIGINAL ON FILE WITH CSC	Date: SEPTEMBER 30, 2019
Printed Name: CLIFF A. SPIROCK NMPS #4972 FOR COMMUNITY SCIENCES CORP.		<input type="checkbox"/> Applicant or <input checked="" type="checkbox"/> Agent
<b>FOR OFFICIAL USE ONLY</b>		
Case Numbers:	Project Number:	
Staff Signature:		
Date:		