

FORM V: VACATIONS OF EASEMENTS OR RIGHT-OF-WAY - DHO

Please refer to the DHO public meeting schedule for meeting dates and deadlines. Your attendance is required.

VACATION OF RIGHT-OF-WAY - DHO
 VACATION OF RIGHT-OF-WAY - COUNCIL

A Single PDF file of the complete application including all documents being submitted must be emailed to PLNDRS@cabq.gov. Zipped files or those over 9 MB cannot be delivered via email, in which case the PDF must be provided to City Staff using other online resources such as Dropbox or FTP. *The PDF shall be organized in the number order below.* Divide the PDF with a title sheet for each of the three documentation sections in **bold** below.

VACATION DOCUMENTATION

- ____ 1) DHO Application form completed, signed, and dated
- ____ 2) Form V with all the submittal items checked-marked
- ____ 3) Zone Atlas map with the entire site clearly outlined and labeled
- ____ 4) Copy of the complete document which created the easement(s)
Not required for City owned public right-of-way
- ____ 5) Drawing showing the easement or right-of-way to be vacated
- ____ 6) If easements, list number to be vacated _____
- ____ 7) Square footage to be vacated (see IDO Section14-16-6-6(M)) _____

SUPPORTIVE DOCUMENTATION

- ____ 8) Letter of authorization from the property owner if application is submitted by an agent
- ____ 9) Letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(M)
- ____ 10) Proof of Pre-Application Meeting with City staff per IDO Section 14-16-6-4(B)

PUBLIC NOTICE DOCUMENTATION

- ____ 11) Sign Posting Agreement
- ____ 12) Proof of a Pre-Submittal Neighborhood Meeting per IDO 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
 - Completed neighborhood meeting request form(s)
 - If a meeting was requested or held, copy of sign-in sheet and meeting notes

____ 13) Required Content of Notice at Submittal per IDO Section 14-16-6-4(K)(1) (not required for an extension)

- Office of Neighborhood Coordination notice inquiry response
- Completed notification form(s), proof of additional information provided in accordance with IDO Section 6-4(K)(1)(b)
- Proof of emailed notice to affected Neighborhood Association representatives
- Proof of first class mailing to affected Neighborhood Association representatives and property owners within 100 feet

____ 14) Interpreter Needed for Hearing? ____ if yes, indicate language: ____

VACATION OF PRIVATE EASEMENT

VACATION OF PUBLIC EASEMENT

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- ____ 1) DHO Application form completed, signed, and dated
- ____ 2) Form V with all the submittal items checked-marked
- ____ 3) Zone Atlas map with the entire site clearly outlined and labeled
- ____ 4) Copy of the complete document which created the easement(s)
- ____ 5) Drawing showing the easement or right-of-way to be vacated
- ____ 6) List number to be vacated _____
- ____ 7) Letter of authorization from the property owner if application is submitted by an agent
- ____ 8) Letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(M)
- ____ 9) Proof of Pre-Application Meeting with City staff per IDO Section 14-16-6-4(B)
- ____ 10) Interpreter Needed for Hearing? ____ if yes, indicate language: ____

**EXTENSION OF VACATION**

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- ____ 1) DHO Application form completed, signed, and dated
- ____ 2) Form V with all the submittal items checked-marked
- ____ 3) Zone Atlas map with the entire site clearly outlined and labeled
- ____ 4) Drawing showing the vacated easement or right-of-way
- ____ 5) Vacated square footage (see IDO Section 14-16-6-6(M)) _____
- ____ 6) Letter of authorization from the property owner if application is submitted by an agent
- ____ 7) Letter describing, explaining, and justifying the request per IDO Section 14-16-6-4(X)(4)
- ____ 8) Interpreter Needed for Hearing? ____ if yes, indicate language: ____