

**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](mailto: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 Section 14-16-6-6(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: \_\_\_\_