

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.**☒ **VACATION OF RIGHT-OF-WAY – DRB**☐ **VACATION OF RIGHT-OF-WAY – COUNCIL**

___ Interpreter Needed for Meeting? ___ if yes, indicate language: _____

X 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.X Zone Atlas map with the entire site clearly outlined and labeledX Letter of authorization from the property owner if application is submitted by an agentX Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(M)N/A Copy of the complete document which created the easement(s) (7 copies, folded)*Not required for City owned public right-of-way.*X 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 _____

X Square footage to be vacated (see IDO Section 14-16-6-6(M)) _____X Proof of Neighborhood Meeting per IDO Section 14-16-6-4(K) and DPM 2-9-(E)(3)X Office of Neighborhood Coordination neighborhood meeting inquiry responseX Proof of email with read receipt OR Certified Letter offering meeting to applicable associationsN/A 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)

X Office of Neighborhood Coordination notice inquiry response, notifying letter, and proof of first class mailingX Proof of emailed notice to affected Neighborhood Association representativesN/A 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 - IDO Section 14-16-6-6(K)(4) is satisfied

☐ **VACATION OF PRIVATE EASEMENT**☐ **VACATION OF PUBLIC EASEMENT**

___ 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

___ Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(M)

___ Copy of the complete document which created the easement(s) (7 copies, folded)

___ Drawing showing the easement to be vacated (7 copies, not to exceed 8.5" by 11")

___ List number to be vacated _____

___ Proof of Pre-Application meeting

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 meeting, if required, or otherwise processed until it is complete.*****Signature:** Not able to sign affidavit at this time. Sign Posting Agreement, as I understand, will be giving at the**Date:** 2-12-2021**Printed Name:** TIM SOLINSKIDRB meeting for the City Council Hearing☐ Applicant or ☒ Agent**FOR OFFICIAL USE ONLY**

Case Numbers:

Project Number:

Staff Signature:

Date:

