



Vacation

SUBMITTAL CHECKLIST:

Please ensure that you have read through the items below and mark whether you have included it in your submission (Y = Yes, N = No, N/A = Not Applicable).

Y	N	N/A	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review fee amount per Master Fee Schedule 11-200 (fee to be paid after completeness review)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Land Development Application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Development Project Processing Agreement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A letter from Owner requesting the Vacation to be initiated
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proof of ownership, Current Grant Deeds (or pre-1972 deeds, deed restrictions and easements)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title Report dated within 60 days of the requested vacation submittal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owner's lot to submit a proof of a reversionary rights
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If owner doesn't have reversion right, an appraisal will be required to access the value of this vacation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legal Description and Plat on 8 1/2 x11 of the street/easement that is being requested to be vacated
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A Plot Plan showing existing and proposed boundary of project with dimensions and net areas, location of all existing buildings, structures, utilities, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Note that if there are public utilities within the proposed vacated area, those need to be relocated and any easements vacated as well