

Right of Way Vacation Submittal Requirements Checklist

Applicant Information

Surveyor Name

Mailing Address

City/Town

State/Zip

Phone

Fax

Email Address

Project Site Information

Vacation Road Name

Owner's Name

Assessor's Parcel Number(s)

Date

Submit:

- Petition for Vacation of Public Easement/ Public Right –of– Way (Application)
- At cost agreement
- Minimum deposit fee (see fee list for deposit amount)
- 2 Legal descriptions of Vacation area with exhibit map attached as second sheet
- Site Map
- Project Statement and document reference back up

