

GUNNISON COUNTY

STREET/ALLEY VACATION REQUEST

GENERAL PROCEDURES

- A. Requests will be submitted by the applicant to the Gunnison County Public Works Department. Requests should not be accepted by any other department. Please see section 2.10.B of the **Gunnison County Standards and Specifications for Roads and Bridges** (*Standards*) for a complete list of the requirements.

The written request must contain:

1. The fee of One Thousand Five Hundred Sixty-Five Dollars (\$1,565.00) is due and payable with the application.
2. Applicant's name, address, email, and phone number;
3. Legal description prepared by a licensed surveyor of the street(s) and/or alley(s) to be vacated, this is typically presented using the Metes and Bounds method unless it is a platted street or alley;
4. A narrative explaining the need for the vacation and its effects, covering the criteria listed in section 2.10.B.2 of the *Standards*;
5. Name, address, phone number and email address of the person or firm authorized to represent the applicant;
6. Map showing location of the section(s) to be vacated which also shows names and addresses of all owners of property adjacent to the section of street(s) and/or alley(s) to be vacated;
7. If any portion of the street(s) and/or alley(s) is within a subdivision or is adjacent to a subdivision lot the applicant must provide the names and addresses of all property owners within the subdivision;
8. A Property Improvement Survey Plat by a Colorado licensed surveyor of affected properties and street rights-of-way prior to Board consideration;
9. A signed letter from the applicant stating that they commit to a licensed surveyor placing monuments at the new property corner locations, should the vacation be approved;
10. Proof of ownership (Warranty Deed, etc.).

B. The Public Works Department will:

1. Schedule a public hearing with the Gunnison County Board of County Commissioners (*Board*) regarding the request.
2. Prepare a public hearing notice and advertisement.
3. Forward copies of all information to the necessary County departments.
4. Forward information to utility companies serving the area to determine if the vacation would have any negative effect on their ability to provide service.
5. Prepare a staff report based on the information available for the Board and to be included in the agenda documentation for the public hearing.
6. Will finalize paperwork if the street vacation is approved by the Board of County Commissioners.

C. The Applicant will:

1. Send all property owners adjacent to the vacation request a copy of the public hearing notice and a map via certified mail, return receipt requested, postmarked no later than thirty (30) days before the hearing. Adjacent property owners will include those across the road from the request. The applicant must provide proof of such notification to the Assistant County Manager for Public Works at least seven days prior to the public hearing.
2. Be required to pay the fee and the costs of advertising the public hearing notice whether or not the application is granted.
3. Submit a Lot Cluster application to the Gunnison County Community Development Department at the same time the Street/Alley Vacation request is submitted to the Gunnison County Public Works Department.