



## SUBDIVISION CODE CHAPTER 16.36 VACATION PLATS SUBMITTAL INSTRUCTIONS and CHECKLIST

While this checklist should be helpful, it is not designed to be a substitute for the Subdivision Code provisions. Applicants are expected to review the details of the Code, copies of which can be purchased in the Planning office, or accessed online at: [www.manitougov.com](http://www.manitougov.com)

By **4:30 p.m. on the published submittal date** the following information, as specified in the Manitou Springs Municipal Code, shall be provided to the Planning Department:



- Completed **Development Review Application** form with nonrefundable fee.
- Evidence of satisfactory title insurance or commitment showing record ownership.

Vacation plats shall be prepared at a suitable scale to indicate the proposed layout legibly, and shall be no more than 24" x 36" in size. Two full size copies and one reduced-size (not to exceed 11" x 17") copy of the preliminary plat shall be submitted to the planning department. Vacation plats will contain the following information:



- Name of subdivision must begin with the following words: "A Vacation plat of \_\_\_\_\_."
- An accurate and clear legal description of the subdivision with the acreage of the subdivision.
- Date of preparation, scale, and northpoint.
- A vicinity map necessary to locate the tract.
- Certification by the county clerk and Recorder to the effect that the plat to be vacated is a recorded plat.
- Acknowledgment of the vacation of the dedicated lands on the plat before a notary public.
- Certificate for execution by each of the following:
  - 1. Planning Commission Chairman, or Vice Chairman;
  - 2. County clerk and Recorder or a duly authorized deputy.
- Statement of ownership and acknowledgment of the vacation by all owners of legal and equitable interests in the property; or consent and ratification thereof the owners which may be a separate recorded document, duly acknowledged.
- Layout - the exact layout including:
  - 1. The boundary lines, with accurate distances and bearings, the exact location and width of all existing or recorded streets intersecting the boundary of the tract;
  - 2. All existing drainage and utility easements as recorded, subject to the reservation of easements for existing drainage and utility installations;
  - 3. All lines of lots, blocks, identification system and other parcels of land as recorded;
  - 4. The plat shall show the right-of-way lines, widths, locations, and street names of all streets as recorded within, and immediately adjacent to the property being vacated.