



SUBDIVISION CODE CHAPTER 16.34 VACATIONS OF RIGHTS-OF-WAY 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

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:



- A.) Completed **Development Review Application** form with nonrefundable fee.
- B) An accurate graphic showing the following:
 - 1. A vicinity map necessary to locate the rights-of-way;
 - 2. All lines of lots, blocks, and other parcels of land as recorded which abut the proposed, vacation area;
 - 3. Ownership of abutting properties;
 - 4. The right-of-way lines, widths, locations, and names of all streets, as recorded, proposed for vacation;
 - 5. Indication, as may be appropriate, of existing or proposed access to properties abutting and in vicinity of proposed vacated area;
 - 6. The exact location and width of all existing street development;
 - 7. All existing drainage and utility easements as recorded, subject to the reservation of easements for existing drainage and utility installations;
 - 8. Date of preparation, scale, and northpoint.
- An accurate and clear legal description of the proposed vacation area.