

Vacation of Easements

A request for vacation of easements may be submitted to the Engineering Department attn: Development Review at any time. The processing time for a routine vacation request is approximately 6 weeks. The following is the procedure for vacating an easement:

Step 1: Application

- A. Transportation Development Review Fee form filled out and submitted along with the fee amount (\$400 for each easement vacation). Applications forms are available online at www.fcgov.com/engineering or at the Engineering counter at 281 N. College. Checks shall be made out to: **City of Fort Collins**
- B. Letter of request or paragraph with details describing the proposed vacation (what is desired to be vacated) and justification of why the proposed vacation is necessary. Please include contact information in this letter.
- C. A sketch that accurately shows the proposed vacation. The area to be vacated needs to be dimensioned and locatable from a property line or other easement.

Step 2: Routing for Comments

The Development Review Engineering staff routes the vacation request to relevant City departments and public agencies for their review. Approximately 2 weeks later, the review comments are returned to the Development Review Engineering staff and a recommendation is made by the staff on the request. The staff will contact the applicant to discuss these comments and the recommendation. Additional information to support the request may be required.

Step 3: Legal Description

If City staff supports the request for vacation, the applicant shall be required to submit a legal description and sketch of the proposed vacation prepared by a Colorado licensed land surveyor.

Step 4: City Council, Planning and Zoning Board or Administrative Consideration

Upon receipt of the legal description, the Development Review Engineer staff will prepare a written report for City Council or Planning and Zoning Board, or Administrative consideration. Vacation of an easement requires approval of a resolution (which requires only one reading) by City Council, Planning and Zoning Board or Administratively. **Almost all vacations will be processed administratively.** After approval of the resolution for easement vacation, it becomes official upon recording of the resolution with the Larimer County Clerk and Recorder.

Step 5: Recording Fees

Upon preparation of the resolution for vacation of the easement the applicant will be asked to submit a check Engineer to the Development Review Engineer (DRE), payable to the “**Larimer County Clerk and Recorder**” to cover the cost of recording the vacation document(s). The amount of the recording fee will be determined by the Development Review and provided to the applicant. The current cost is \$13.00 for the first page and \$5.00 for each additional page to be recorded.

Note: If a property is in the process of being replatted, the vacation of easements should be made on the plat.