

ADMINISTRATIVE EASEMENT [DEDICATION/VACATION] APPLICATION REQUIREMENTS

These Application Standards have been adopted by reference and are required and reviewed in conjunction with the [City's Development Code](#).

The dedication, vacation, or recordation of easements may occur as a replat as provided in Chapter 3 – Subdivision Regulations, or by separate instrument. Easement dedication and vacation applications must comply with the standards and follow the process found in the City of Greeley Subdivision Regulations.

The Community Development Department is responsible for processing the application and determining if it meets City standards. The request cannot be detrimental to the public health, safety, or welfare. The request will be referred to the Planning Commission for consideration if a request is found to be detrimental.

Review the City of Greeley Development Code for complete application and procedural requirements.

Administrative Easement Requirements

1. A scaled drawing or illustration at least eleven (11) inches by seventeen (17) inches in size, which accurately shows the proposed dedication or vacation.
2. If dedicating an easement include a legal description of the proposed dedication, prepared by a land surveyor licensed in the State.
3. If vacating an easement or portion of an easement include a copy of the legal instrument that dedicated said easement and a completed "Utility Company Consent of Vacation" form.
4. Narrative describing the project, purpose of the easement request, beneficiaries of the easement, and easement holder.
5. Administrative Easement Application Checklist

Administrative Easement Review Criteria

1. All legal pre-requisites for recording or eliminating the property interest have been established, and all forms and fees required by the City have been submitted.
2. The applicant has established written evidence of ownership and provided notice to all other ownership interests in the easement or affected property.
3. The application will not be detrimental to any adjacent property owner, and no owner or entity with a property interest in the easement has objected.
4. All parties in interest or potentially impacted by the application, and any agencies or city departments with an interest, have received notice and have had time to comment.
5. For a vacation, there is no public purpose for the easement, considering the Comprehensive Plan, any specific transportation, open space or other public facilities plans, or other plans or policies under those plans.
6. The application meets all other procedures and requirements of the Colorado Statutes, the Colorado Constitution, and the municipal code.