

## VACATION OF RIGHT OF WAY OR PUBLIC EASEMENT APPLICATION

### APPLICANT INFORMATION

Property Owner*: _____ Address: _____ City/State/Zip: _____ Phone: _____ Fax: _____ Email: _____	Agent: _____ Address: _____ City/State/Zip: _____ Phone: _____ Fax: _____ Email: _____
Surveyor: _____ Address: _____ City/State/Zip: _____ Phone: _____ Fax: _____ Email: _____	Engineer: _____ Address: _____ City/State/Zip: _____ Phone: _____ Fax: _____ Email: _____

\* If necessary, Please attach separate sheet for additional owners. Unless otherwise specified all written correspondence will be sent to the listed agent. If no agent is specified, all correspondence will be sent to the property owner.

### PROPERTY INFORMATION

Address or Property Location: \_\_\_\_\_  
Subdivision Name(s): \_\_\_\_\_  
Lot(s): \_\_\_\_\_ Block(s): \_\_\_\_\_  
Type of Vacation:    Right of Way    Public Easement  
ROW/Easement Established Via:    Subdivision Plat    Other Legal Instrument  
Sheridan County ROW/Easement Recording Information:  
Date Recorded: \_\_\_\_\_ Book/Drawer: \_\_\_\_\_ Page/Plat No. \_\_\_\_\_  
Brief Description of proposed vacation area (include type of easement and allowed uses if applicable): \_\_\_\_\_  
\_\_\_\_\_

Approximate Size of Vacated Area (to nearest sq. ft.): \_\_\_\_\_

Reason for vacation request (attach additional pages if necessary): \_\_\_\_\_

**SIGNATURE**

I hereby certify that the information in this application is true and correct. I have read this application and understand that other review processes and fees may be required prior to applying for and receiving Building Permits and/or final plat approval. I hereby authorize the listed agent to act on my behalf throughout the City review and approval process for this application and supporting documents. I understand that all communication regarding this application and supporting documents will be transmitted to my listed agent, unless I specify differently in writing.

\_\_\_\_\_  
(Signature of Property Owner)

\_\_\_\_\_  
(Date)

\* Applications for vacation requests must be accompanied by an executed petition for vacation.

**APPLICATION INFORMATION**

Pre-application Conference

Pre-application conferences are recommended prior to submittal of all vacation requests. The purpose of these meetings is to discuss the proposed development and to become familiar with city code requirements and procedures. Applicants are strongly encouraged to avail themselves of the City's Development Review Committee (DRC), which allows the applicant to speak with all of the City divisions that may review the vacation application. Pre-application and DRC appointments can be scheduled by contacting Sue Goodman, Planning Technician, at (307) 675-4226 or by e-mail at [sgoodman@sheridanwy.net](mailto:sgoodman@sheridanwy.net).

### Submission review

All applications are subject to completeness review prior to acceptance by the Planning Office for routing and review. The vacation application checklist details the required number of copies and documents needed to complete the application submittal. In order to ensure clarity and efficiency in the review process, application submissions will be received **by appointment only.** The applicable checklist must be submitted with this application. Incomplete application submissions will not be accepted, and will be returned to the applicant.

### Public Hearings and Notice

Petitions for vacation of right-of-way or other public easement require a single hearing before the City Council. Public hearings require notice through both newspaper legal ads and nearby property mailings. The City Planning Division will submit the ad for the paper and notify nearby property owners. Due to press requirements, legal notification must be placed approximately one month prior to the public hearing. No public hearing will be scheduled until the application has been deemed complete, and staff review comments have been addressed.

# ROW/Public Easement Vacation Submittal Checklist\*

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***Description: Vacation of right-of-way or other public easement is the process by which the city (public) releases ownership or right to use property, and conveys that ownership or right to private property owners.***

Submittal Items:

- A completed vacation application.
- A completed vacation submittal checklist.
- An executed (signed and notarized) petition requesting vacation
- An application review fee.

The applicant shall also submit the following item in electronic format.

List of all impacted parties (including public and private utilities) for notification purposes. Staff will notify impacted parties twice, with the first notice at least 30 days prior to any proposed hearing or administrative action.

Evidence by deed or other staff approved documentation, that the applicant is the record owner of the property.

Other documents that may be determined as part of the pre-application meeting, or staff review.

The applicant shall also provide the following documents in electronic format and five hard copies:

For initial review, a vacation exhibit prepared by a licensed surveyor showing the following information:

1. A written legal description
2. Boundaries of the area to be vacated, drawn to scale, and showing all bearings and distances.
3. Courthouse recording information for the plat or instrument that established the ROW or public easement.
4. Existing structures on property impacted by the easement or abutting the ROW to be vacated.
5. Title, scale, scale bar, north arrow, name and address of petitioners, name and address of preparer along with surveyor's signature and seal (licensed within the State of Wyoming)

Packet material:

- 2 copies for City Council.

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\*All applicants must attend a pre-application meeting prior to submitting a vacation application.  
Last Revised: 12/19/2015

Post Approval/Plat Filing Items:

Final copy of vacation exhibit.

Filing fee + \$2 per square foot of ROW vacated.