



## VACATION OF PLAT, RIGHT-OF WAY OR EASEMENT CHECKLIST

**An application for the vacation of a plat, right-of-way or easement shall be accompanied by the following information, unless one or more items are specifically waived in writing by the Town Staff:**

An application for a plat vacation shall be accompanied by the following information:

- The land use application form.
- The applicable fee as established by the Board of Trustees in Appendix 2 Application Fees.
- Three (3) copies of the recorded plat to be vacated.
- Two (2) copies of a title commitment dated no more than thirty (30) days from the date of application.
- Copies of the vacation plat and associated submittal materials in a format and quantity as specified by Town Staff.
- Any other special reports and/or information deemed necessary by the Town.
- Copies of the submittal materials in a format and quantity as specified by Town Staff.

An application for a right-of-way and/or easement vacation shall be accompanied by the following information:

- The land use application form.
- The applicable fee as established by the Board of Trustees in Appendix 2 Application Fees.
- Copies of a petition requesting vacation of the right-of-way and/or easement and all accompanying documents in a format and quantity as specified by Town Staff.
- Copies of the documentation showing that the right-of-way and/or easement sought to be vacated has been legally dedicated to and accepted by the public or authorized agent of the public in a format and quantity as specified by Town Staff.
- The names and addresses of property owners within two (200) hundred feet of any portion of the property.
- Any other special reports and/or information deemed necessary by the Town.
- Copies of the submittal materials in a format and quantity as specified by Town Staff.