

Vacation Submittal Checklist

**Any submittal not meeting all minimum checklist criteria
herein shall be rejected as incomplete.**

Street and Alley Vacation submittal documents will include the following:

- ☐ Application (Page 3-4 of this document) - Must be signed by owner, or a vested party
- ☐ A Legal Description and Exhibits of the proposed vacation, prepared by a Professional Land Surveyor, licensed in the State of Colorado:
 - PDF format (**must be PLS signed and stamped**) **and**
 - Word format (Does not need to be PLS signed and stamped)
- ☐ Site Plan - accurately engineered drawings to include:
 - ☐ Numerical and Bar Scale (Scale not to exceed 1:40)
 - ☐ North arrow
 - ☐ Legend
 - ☐ Vicinity map, if necessary
 - ☐ Plan set date and revision number (if applicable)
 - ☐ Call out the location of area to be vacated and hatch the area
 - ☐ Call out the location of any existent easements, and if a new easement will be held/conveyed (if applicable)
 - ☐ Property lines
 - ☐ Right-of-Way width
 - ☐ Edge of Pavement and/or Curb and Gutter
 - ☐ Sidewalks
 - ☐ Trees and landscaping in the ROW
 - ☐ Nearby driveways and alleys
 - ☐ Street names
 - ☐ **Aerial imagery is allowed, but does not replace the required Engineered drawings**

FEES:

Must be paid immediately after project is logged in and a project number is provided by your Coordinator along with the project invoice.

Initial Processing Fee = \$1,000.00 (Non-Refundable)

Legal Description Review Fee = \$300.00 (Non-Refundable)

Ordinance Fee = \$300.00 (Non-Refundable)

I hereby attest that all above information has been incorporated into our plan submittal.

Owner/Vested Party/Applicant Signature

Date: 12/27/21



DENVER
THE MILE HIGH CITY

APPLICATION STREET and ALLEY VACATION

Please complete this application to apply for a Vacation Request. Vacations can only be applied for, when the area in question is within the Public Right-of-Way within the City and County of Denver. Please reference [Street and Alley Vacation Entrance Requirements](#) for more detail on the vacation process. Please enter information and fully answer any of the following sections. Submit the complete application electronically to: DOTI.ER@denvergov.org.

DATE: _____

PROJECT NAME: _____

IS THIS PROJECT ASSOCIATED WITH A SITE DEVELOPMENT REVIEW? Yes No

If you checked 'Yes' above, provide Project Master, Site Plan and/or Concept Development Project Numbers:

_____, _____, _____

ADDRESS (approx.) OF VACATION: _____

APPLICANT:

Name: _____

Company (if applicable): _____ Title: _____

Address: _____

Telephone number: _____ Email address: _____

PROPERTY OWNER (where the vacation is located):

Check if the same as Applicant

Company: _____

Owner Contact: _____

Address: _____

Telephone Number: _____ Email address: _____

EXPLANATION of REQUEST

Explanation of why the Requestor wants the right-of-way (ROW) vacated:



APPLICATION
Street and Alley Vacation

Explanation of the current use of the ROW to be vacated:

EXISTING UTILITIES:

If there are utilities, explain whether or not such utilities will be relocated or remain in the vacated ROW.

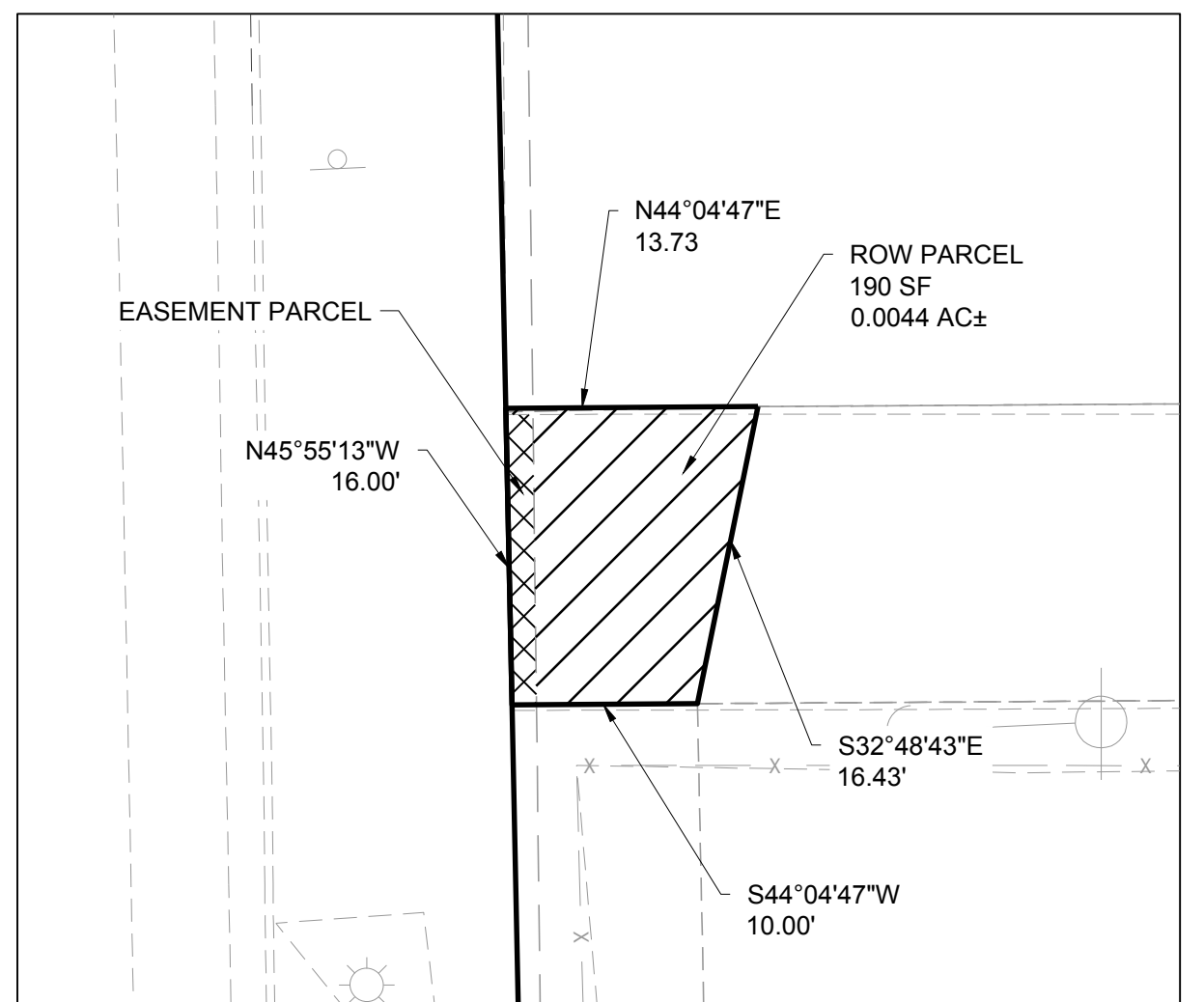
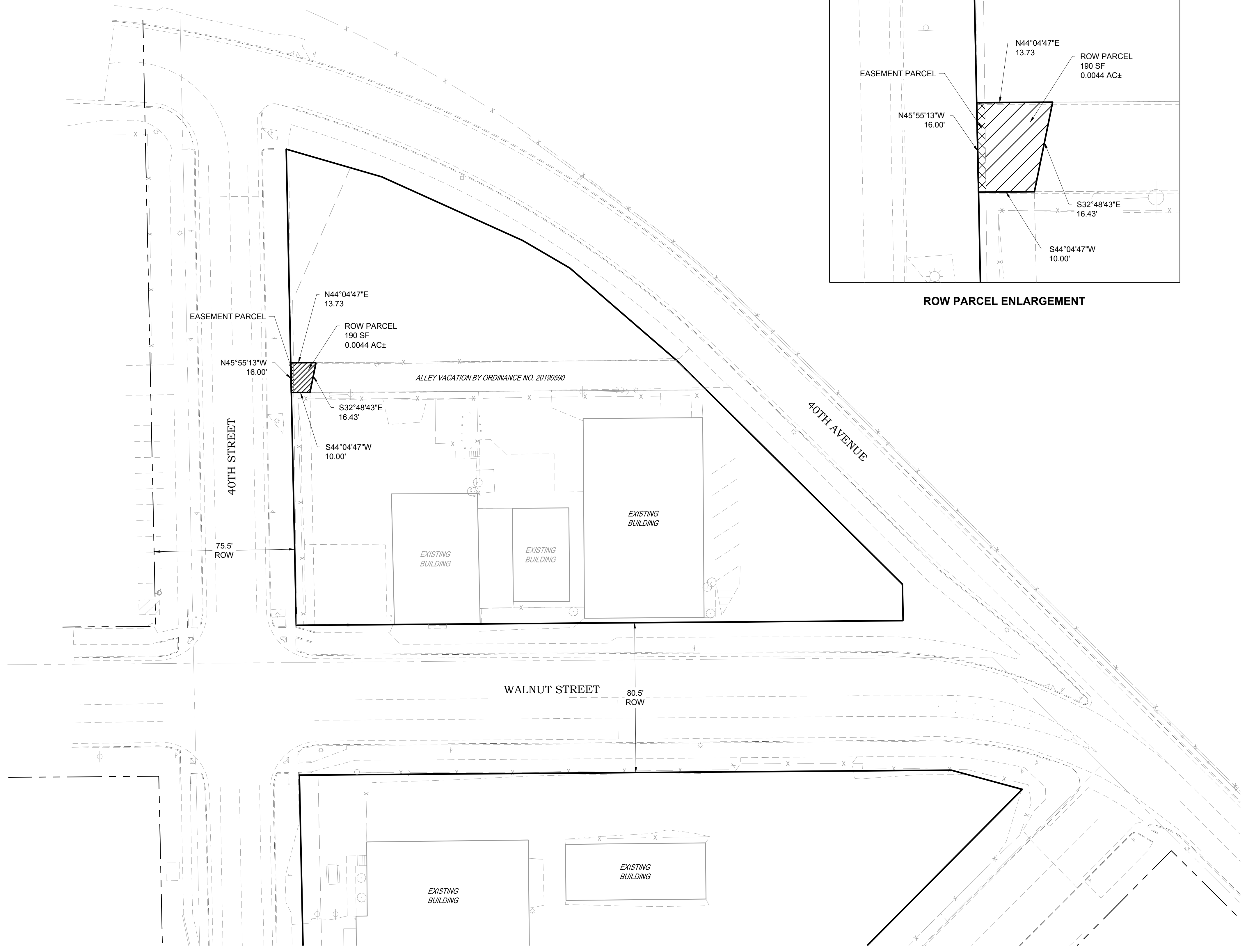
(Utilities in the proposed vacation area will need to be relocated at the owner's expense. If relocation is not feasible, a standard hard surface easement may be required. The City will reserve this easement for all remaining easements within the vacated area, in the Vacation Ordinance. The Requestor shall acknowledge the need and acceptance of such utility easements.)

I/WE HEREBY CERTIFY THAT I/WE ARE THE OWNER(S) OF THE REAL PROPERTY WHICH IS THE SUBJECT OF THIS APPLICATION AND THAT THE FOREGOING INFORMATION ON THIS APPLICATION IS TRUE AND COMPLETE.

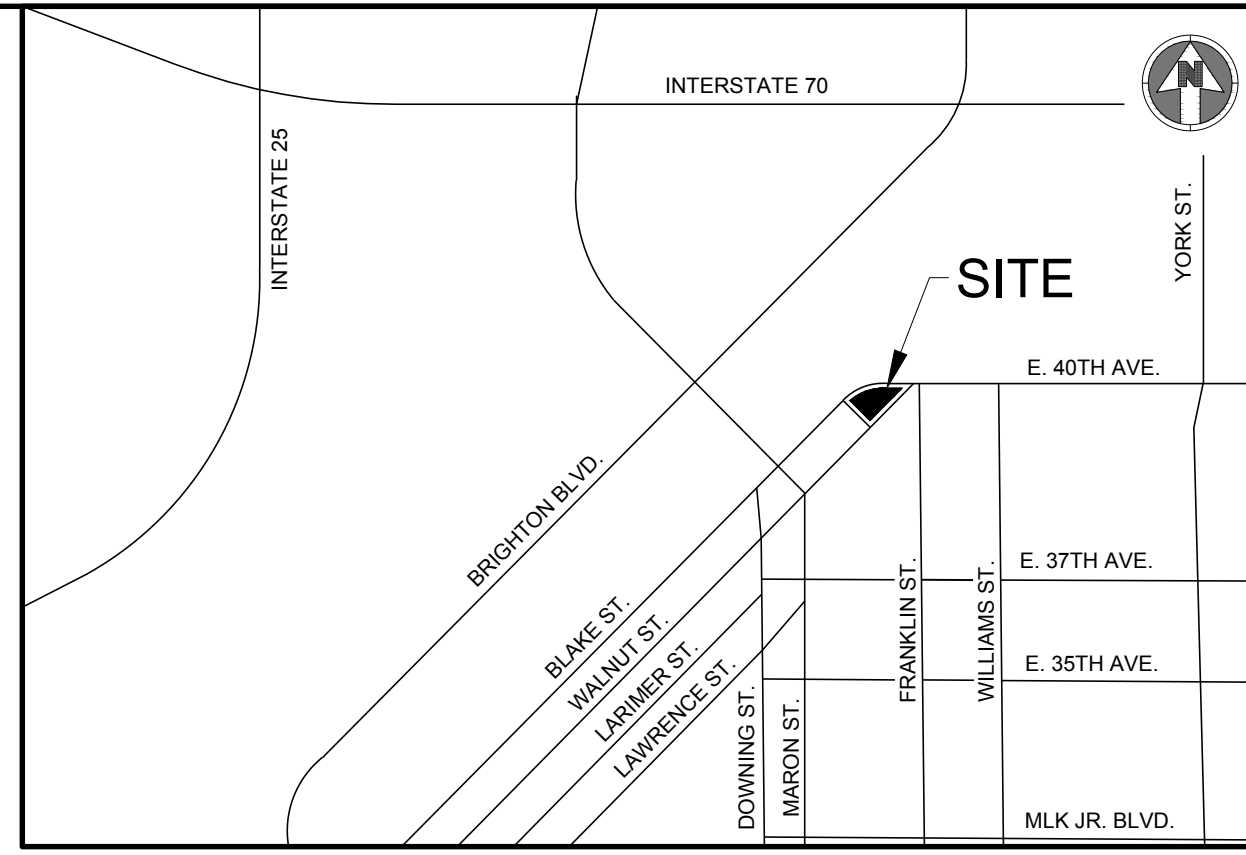


(Owner/Vested Party Signature)

12/27/21
DATE

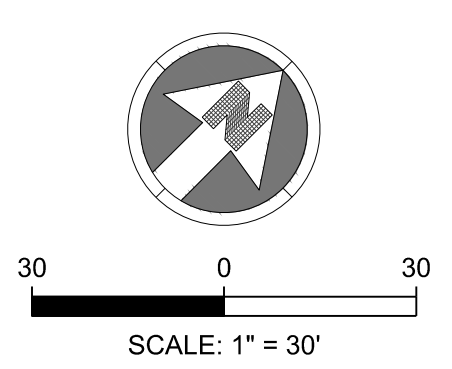


ROW PARCEL ENLARGEMENT



VICINITY MAP

NOT TO SCALE



- LEGEND:
- PROPERTY LINE
 - PARCEL LINE
 - RIGHT OF WAY LINE
 - EXISTING CURB AND GUTTER
 - EXISTING SIDEWALK
 - EXISTING FENCE
 - EXISTING SIGN
 - EXISTING LIGHT
 - EXISTING TREE

4003 Walnut St Alley Vacation

11/07/2022

Master ID: 2021-PROJMSTR-0000274 **Project Type:** ROW Vacation
Review ID: 2022-VACA-0000003 **Review Phase:**
Location: 4003 Walnut Street **Review End Date:** 01/28/2022

Any denials listed below must be rectified in writing to this office before project approval is granted.

Reviewing Agency: Asset Management Review

Review Status: Approved

Reviewers Name: DavidJ Edwards
Reviewers Email: davidj.edwards@denvergov.org

Status Date: 01/31/2022
Status: Approved
Comments: PWPRS Project Number: 2022-VACA-0000003 - 4003 Walnut St Alley Vacation
Reviewing Agency/Company: Asset Management
Reviewers Name: David J Edwards
Reviewers Phone: 7209130889
Reviewers Email: davidj.edwards@denvergov.org
Approval Status: Approved

Comments:
DOTI has reviewed and retained any necessary easements

Status Date: 01/07/2022
Status: Approved
Comments:

Reviewing Agency: Building Department Review

Review Status: Approved

Reviewers Name: Keith Peetz
Reviewers Email: keith.pectz@denvergov.org

Status Date: 01/27/2022
Status: Approved
Comments:

Reviewing Agency: CenturyLink Referral

Review Status: Approved

Status Date: 02/24/2022
Status: Approved
Comments: PWPRS Project Number: 2022-VACA-0000003 - 4003 Walnut St Alley Vacation
Reviewing Agency/Company: CenturyLink
Reviewers Name: Robert Rodgers
Reviewers Phone: 6023157656
Reviewers Email: Robert.rodgers@centurylink.com
Approval Status: Approved

Comments:
This encroachment approval is submitted WITH THE STIPULATION that if CenturyLink facilities are found and/or damaged within the encroachment area as described, the Applicant will bear the cost of relocation and repair of said facilities.

Comment Report

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Location: 4003 Walnut Street **Review End Date:** 01/28/2022

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Status Date: 01/31/2022
Status: Approved - No Response
Comments:

Reviewing Agency: CDOT Referral Review Status: Approved - No Response

Status Date: 01/31/2022
Status: Approved - No Response
Comments:

Reviewing Agency: City Councilperson and Aides Referral Review Status: Approved - No Response

Status Date: 01/31/2022
Status: Approved - No Response
Comments:

Reviewing Agency: City Forester Review Review Status: Approved

Reviewers Name: Nick Evers
Reviewers Email: Nick.Evers@denvergov.org

Status Date: 01/28/2022
Status: Approved
Comments: Approved. No expected PRW tree conflict.

Reviewing Agency: Comcast Referral Review Status: Approved - No Response

Status Date: 01/31/2022
Status: Approved - No Response
Comments:

Reviewing Agency: DS Project Coordinator Review Review Status: Approved - No Response

Reviewers Name: Sarah Kaplan
Reviewers Email: Sarah.Kaplan@denvergov.org

Status Date: 01/31/2022
Status: Approved - No Response
Comments:

Reviewing Agency: DES Transportation Review Review Status: Approved

Reviewers Name: Mindy Christensen
Reviewers Email: minde.christensen@denvergov.org

Status Date: 10/17/2022
Status: Approved
Comments: PWPRS Project Number: 2022-VACA-0000003 - 4003 Walnut St Alley Vacation
Reviewing Agency/Company: City & County of Denver
Reviewers Name: Mindy Christensen
Reviewers Phone: 7208653216

Comment Report

4003 Walnut St Alley Vacation

11/07/2022

Master ID: 2021-PROJMSTR-0000274 **Project Type:** ROW Vacation
Review ID: 2022-VACA-0000003 **Review Phase:**
Location: 4003 Walnut Street **Review End Date:** 01/28/2022

Any denials listed below must be rectified in writing to this office before project approval is granted.

Reviewers Email: mindy.christensen@denvergov.org
Approval Status: Approved

Comments:

Status Date: 01/28/2022
Status: Denied
Comments: PWPRS Project Number: 2022-VACA-0000003 - 4003 Walnut St Alley Vacation
Reviewing Agency/Company: City & County of Denver/DOTI DES
Reviewers Name: Mindy Decker
Reviewers Phone: 7208653216
Reviewers Email: mindy.decker@denvergov.org
Approval Status: Denied

Comments:

The required width along the 40th St. frontage should be 14', measured from FL to ROW line to accommodate a 6" curb head, an 8' tree lawn or amenity zone, a 5' detached sidewalk, and 6" construction strip behind the back of walk. There is currently not sufficient ROW to accommodate this and dedication will be needed. DES Transportation does not support vacating only to need to dedicate again to provide the proper cross section. The vacation exhibits should be corrected to reflect this and the dedication process should begin to provide sufficient ROW for the aforementioned frontage needs.

Reviewing Agency: DES Wastewater Review Review Status: Approved

Reviewers Name: ken armfield
Reviewers Email: ken.armfield@denvergov.org
Status Date: 04/07/2022
Status: Approved
Comments: PWPRS Project Number: 2022-VACA-0000003 - 4003 Walnut St Alley Vacation
Reviewing Agency/Company: CCD / DOTI/ROWS/DES-Wastewater
Reviewers Name: Ken Armfield
Reviewers Phone: 720-865-3161
Reviewers Email: ken.armfield@denvergov.org
Approval Status: Approved

Comments:

Status Date: 01/31/2022
Status: Denied
Comments: Denied on behalf of this critical reviewer, this project is still under review. Please contact Ken Armfield to resolve.
Status Date: 01/31/2022
Status: Approved - No Response
Comments:

Reviewing Agency: Office of Disability Rights Review Review Status: Approved

Reviewers Name: Juan Pasillas
Reviewers Email: Juan.Pasillas@denvergov.org

Status Date: 01/31/2022

2022-VACA-0000003

Comment Report

4003 Walnut St Alley Vacation

11/07/2022

Master ID: 2021-PROJMSTR-0000274 **Project Type:** ROW Vacation
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Location: 4003 Walnut Street **Review End Date:** 01/28/2022

Any denials listed below must be rectified in writing to this office before project approval is granted.

Status: Approved
Comments: PWPRS Project Number: 2022-VACA-0000003 - 4003 Walnut St Alley Vacation
Reviewing Agency/Company: DODR
Reviewers Name: Juan Pasillas
Reviewers Phone: 720-913-3309
Reviewers Email: juan.pasillas@denvergov.org
Approval Status: Approved

Comments:

*Approved.

*Final construction, including any later modifications to public sidewalks (which are considered as public Accessible Routes), as well as any other areas open to the general public, must comply with all applicable 2010 ADA requirements.

Reviewing Agency: Denver Water Referral

Review Status: Approved

Status Date: 01/31/2022
Status: Approved
Comments: PWPRS Project Number: 2022-VACA-0000003 - 4003 Walnut St Alley Vacation
Reviewing Agency/Company: Denver Water
Reviewers Name: Gina Begly
Reviewers Phone: 303-628-6219
Reviewers Email: gina.begly@denverwater.org
Approval Status: Approved

Reviewing Agency: Denver Fire Department Review

Review Status: Approved

Reviewers Name: Richard Tenorio
Reviewers Email: richard.tenorio@denvergov.org
Status Date: 01/27/2022
Status: Approved
Comments: Denver Fire Dept. Approved - RT

Reviewing Agency: Landmark Review

Review Status: Approved - No Response

Reviewers Name: Becca Dierschow
Reviewers Email: becca.dierschow@denvergov.org

Status Date: 01/31/2022
Status: Approved - No Response
Comments:

Reviewing Agency: Metro Wastewater Referral

Review Status: Approved

Status Date: 01/31/2022
Status: Approved
Comments: PWPRS Project Number: 2022-VACA-0000003 - 4003 Walnut St Alley Vacation
Reviewing Agency/Company: Metro Water Recovery
Reviewers Name: Myles Howard

Comment Report

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Any denials listed below must be rectified in writing to this office before project approval is granted.

Reviewers Phone: 7207033627
Reviewers Email: MHoward@metrowaterrecovery.com
Approval Status: Approved

Reviewing Agency: Office of Emergency Management Referral

Review Status: Approved - No Response

Status Date: 01/31/2022
Status: Approved - No Response
Comments:

Reviewing Agency: Dev and Planning Services Review

Review Status: Approved - No Response

Status Date: 01/31/2022
Status: Approved - No Response
Comments:

Reviewing Agency: Parks and Recreation Review

Review Status: Approved

Reviewers Name: Greg Neitzke
Reviewers Email: greg.neitzke@denvergov.org

Status Date: 01/13/2022
Status: Approved
Comments:

Reviewing Agency: Construction Engineering Review

Review Status: Approved

Reviewers Name: Joe Saejiw
Reviewers Email: joe.saejiw@denvergov.org

Status Date: 01/25/2022
Status: Approved
Comments:

Reviewing Agency: Policy and Planning Review

Review Status: Approved - No Response

Reviewers Name: Emily Gloeckner
Reviewers Email: Emily.Gloeckner@denvergov.org

Status Date: 01/31/2022
Status: Approved - No Response
Comments:

Reviewing Agency: Street Maintenance Review

Review Status: Approved - No Response

Reviewers Name: Brian Roecker
Reviewers Email: Brian.Roecker@denvergov.org

Comment Report

4003 Walnut St Alley Vacation

11/07/2022

Master ID: 2021-PROJMSTR-0000274 **Project Type:** ROW Vacation
Review ID: 2022-VACA-0000003 **Review Phase:**
Location: 4003 Walnut Street **Review End Date:** 01/28/2022

Any denials listed below must be rectified in writing to this office before project approval is granted.

Status Date: 01/31/2022
Status: Approved - No Response
Comments:

Reviewing Agency: Survey Review Review Status: Approved

Reviewers Name: John Clarke
Reviewers Email: john.clarke@denvergov.org

Status Date: 11/07/2022
Status: Approved
Comments: PWPRS Project Number: 2022-VACA-0000003 - 4003 Walnut St Alley Vacation
Reviewing Agency/Company: DOTI/ROWS/Survey
Reviewers Name: John Clarke
Reviewers Phone: 303-625-3253
Reviewers Email: john.clarke@denvergov.org
Approval Status: Approved

Comments:

Status Date: 01/31/2022
Status: Denied
Comments: Denied on behalf of this critical reviewer, this project is still under review. Please contact Robert Castaneda to resolve.

Status Date: 01/31/2022
Status: Approved - No Response
Comments:

Reviewing Agency: TES Sign and Stripe Review Review Status: Approved - No Response

Reviewers Name: Brittany Price
Reviewers Email: Brittany.Price@denvergov.org

Status Date: 01/31/2022
Status: Approved - No Response
Comments:

Reviewing Agency: CPM Wastewater Review Review Status: Approved - No Response

Status Date: 01/31/2022
Status: Approved - No Response
Comments:

Reviewing Agency: RTD Referral Review Status: Approved

Status Date: 01/31/2022
Status: Approved
Comments: PWPRS Project Number: 2022-VACA-0000003 - 4003 Walnut St Alley Vacation

Comment Report

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11/07/2022

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Location: 4003 Walnut Street **Review End Date:** 01/28/2022

Any denials listed below must be rectified in writing to this office before project approval is granted.

Reviewing Agency/Company: RTD
Reviewers Name: C. Scott Woodruff
Reviewers Phone: 303-299-2943
Reviewers Email: clayton.woodruff@rtd-denver.com
Approval Status: Approved

Reviewing Agency: Solid Waste Review Review Status: Approved - No Response

Status Date: 01/31/2022
Status: Approved - No Response
Comments:

Reviewing Agency: Xcel Referral Review Status: Approved

Status Date: 01/31/2022
Status: Approved
Comments: PWPRS Project Number: 2022-VACA-0000003 - 4003 Walnut St Alley Vacation
Reviewing Agency/Company: Public Service Company of Colorado dba Xcel Energy
Reviewers Name: Donna George
Reviewers Phone: 13035713306
Reviewers Email: donna.l.george@xcelenergy.com
Approval Status: Approved

Reviewing Agency: Case Manager Review/Finalize Review Status: Comments Compiled

Reviewers Name: Devin Price
Reviewers Email: Devin.Price@denvergov.org

Status Date: 01/31/2022
Status: Comments Compiled
Comments:

Status Date: 01/06/2022
Status: Confirmation of Payment
Comments: