

## 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**



**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](mailto: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:

W... FCK "
(W... 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.

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)

DATE



## 1082 N Santa Fe Dr Alley Vacation

06/07/2022

**Master ID:** 2021-PROJMSTR-0000349      **Project Type:** ROW Vacation  
**Review ID:** 2022-VACA-0000001      **Review Phase:**  
**Location:** 1082 North Santa Fe Drive      **Review End Date:** 01/27/2022

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:** 01/28/2022  
**Status:** Approved  
**Comments:** PWPRS Project Number: 2022-VACA-0000001 - 1082 N Santa Fe Dr Alley Vacation  
 Reviewing Agency/Company: Asset Management  
 Reviewers Name: David J Edwards  
 Reviewers Phone: 7208130889  
 Reviewers Email: davidj.edwards@denvergov.org  
 Approval Status: Approved

Comments:

Reviewing Agency: Building Department Review      Review Status: Approved

**Reviewers Name:** Keith Peetz  
**Reviewers Email:** Keith.peetz@denvergov.org

**Status Date:** 01/26/2022  
**Status:** Approved  
**Comments:**

Reviewing Agency: CenturyLink Referral      Review Status: Approved

**Status Date:** 02/15/2022  
**Status:** Approved  
**Comments:** PWPRS Project Number: 2022-VACA-0000001 - 1082 N Santa Fe Dr Alley Vacation  
 Reviewing Agency/Company: CenturyLink  
 Reviewers Name: Robert Rodgers  
 Reviewers Phone: 6023157656  
 Reviewers Email: Robert.rodgers@centurylink.com  
 Approval Status: Approved

Comments:

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

**Status Date:** 01/28/2022  
**Status:** Approved - No Response  
**Comments:**

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

# Comment Report

## 1082 N Santa Fe Dr Alley Vacation

06/07/2022

**Master ID:** 2021-PROJMSTR-0000349      **Project Type:** ROW Vacation  
**Review ID:** 2022-VACA-0000001      **Review Phase:**  
**Location:** 1082 North Santa Fe Drive      **Review End Date:** 01/27/2022

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

**Status Date:** 01/28/2022  
**Status:** Approved - No Response  
**Comments:**

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

**Status Date:** 01/28/2022  
**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:** 01/27/2022  
**Status:** Approved  
**Comments:** Approved. No expected PRW tree conflict.

**Reviewing Agency:** Comcast Referral      **Review Status:** Approved

**Status Date:** 01/28/2022  
**Status:** Approved  
**Comments:** PWPRS Project Number: 2022-VACA-0000001 - 1082 N Santa Fe Dr Alley Vacation  
Reviewing Agency/Company: Comcast  
Reviewers Name: Dennis Longwell  
Reviewers Phone: 7204982173  
Reviewers Email: Dennis\_Longwell@comcast.com  
Approval Status: Approved

**Comments:**

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

**Reviewers Name:** Olga Mikhailova  
**Reviewers Email:** Olga.Mikhailova@denvergov.org

**Status Date:** 01/28/2022  
**Status:** Approved - No Response  
**Comments:**

**Reviewing Agency:** DES Transportation Review      **Review Status:** Approved

**Reviewers Name:** Christopher Mueller  
**Reviewers Email:** Christopher.Mueller@denvergov.org

**Status Date:** 01/11/2022  
**Status:** Approved  
**Comments:**

# Comment Report

## 1082 N Santa Fe Dr Alley Vacation

06/07/2022

**Master ID:** 2021-PROJMSTR-0000349      **Project Type:** ROW Vacation  
**Review ID:** 2022-VACA-0000001      **Review Phase:**  
**Location:** 1082 North Santa Fe Drive      **Review End Date:** 01/27/2022

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

Reviewing Agency: DES Wastewater Review      Review Status: Approved

Reviewers Name: Zhixu Yuan  
Reviewers Email: Zhixu.Yuan@denvergov.org

Status Date: 06/07/2022  
Status: Approved  
Comments: PWPRS Project Number: 2022-VACA-0000001 - 1082 N Santa Fe Dr Alley Vacation  
Reviewing Agency/Company: DOTI ROW DS  
Reviewers Name: Zhixu Yuan  
Reviewers Phone: 7208653140  
Reviewers Email: zhixu.yuan@denvergov.org  
Approval Status: Approved

Comments:

Status Date: 01/27/2022  
Status: Denied  
Comments: What is the distance from the existing public sanitary sewer to edge of the west property after vacation? Is there any setback?

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

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

Status Date: 01/28/2022  
Status: Approved  
Comments: PWPRS Project Number: 2022-VACA-0000001 - 1082 N Santa Fe Dr 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 any public sidewalks (which are considered a public Accessible Route), 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: 01/28/2022  
Status: Approved  
Comments: PWPRS Project Number: 2022-VACA-0000001 - 1082 N Santa Fe Dr 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

# Comment Report

## 1082 N Santa Fe Dr Alley Vacation

06/07/2022

**Master ID:** 2021-PROJMSTR-0000349      **Project Type:** ROW Vacation  
**Review ID:** 2022-VACA-0000001      **Review Phase:**  
**Location:** 1082 North Santa Fe Drive      **Review End Date:** 01/27/2022

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

Comments:

Reviewing Agency: Denver Fire Department Review      Review Status: Approved

Reviewers Name: Richard Tenorio  
Reviewers Email: richard.tenorio@denvergov.org  
  
Status Date: 01/28/2022  
Status: Approved  
Comments: PWPRS Project Number: 2022-VACA-0000001 - 1082 N Santa Fe Dr Alley Vacation  
Reviewing Agency/Company: DFD / Fire Prevention Division  
Reviewers Name: Rich Tenorio  
Reviewers Phone: 7206333222  
Reviewers Email: richard.tenorio@denvergov.org  
Approval Status: Approved

Comments:

Denver Fire Dept. Approved - RT

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: 01/28/2022  
Status: Approved - No Response  
Comments:

Reviewing Agency: Metro Wastewater Referral      Review Status: Approved

Status Date: 01/28/2022  
Status: Approved  
Comments: PWPRS Project Number: 2022-VACA-0000001 - 1082 N Santa Fe Dr Alley Vacation  
Reviewing Agency/Company: Metro Water Recovery  
Reviewers Name: Myles Howard  
Reviewers Phone: 7207033627  
Reviewers Email: MHoward@metrowaterrecovery.com  
Approval Status: Approved

Comments:

Reviewing Agency: Office of Emergency Management Referral      Review Status: Approved - No Response

Status Date: 01/28/2022  
Status: Approved - No Response  
Comments:

# Comment Report

## 1082 N Santa Fe Dr Alley Vacation

06/07/2022

**Master ID:** 2021-PROJMSTR-0000349      **Project Type:** ROW Vacation  
**Review ID:** 2022-VACA-0000001      **Review Phase:**  
**Location:** 1082 North Santa Fe Drive      **Review End Date:** 01/27/2022

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

Reviewing Agency: Dev and Planning Services Review      Review Status: Approved - No Response

Status Date: 01/28/2022  
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: 01/11/2022  
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: 01/28/2022  
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

Status Date: 01/28/2022  
Status: Approved - No Response  
Comments:

Reviewing Agency: Survey Review      Review Status: Approved

Reviewers Name: Dana Sperling  
Reviewers Email: Dana.Sperling@denvergov.org

Status Date: 04/04/2022

2022-VACA-0000001

# Comment Report

## 1082 N Santa Fe Dr Alley Vacation

06/07/2022

**Master ID:** 2021-PROJMSTR-0000349      **Project Type:** ROW Vacation  
**Review ID:** 2022-VACA-0000001      **Review Phase:**  
**Location:** 1082 North Santa Fe Drive      **Review End Date:** 01/27/2022

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-0000001 - 1082 N Santa Fe Dr Alley Vacation  
Reviewing Agency/Company: DOTI-SURVEY  
Reviewers Name: DANA L SPERLING  
Reviewers Phone: 7204565207  
Reviewers Email: dana.sperling@denvergov.org  
Approval Status: Approved

**Comments:**

**Status Date:** 01/27/2022  
**Status:** Denied  
**Comments:** not approved - resubmittal required  
survey comments have been uploaded to accel.

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

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

**Status Date:** 01/28/2022  
**Status:** Approved - No Response  
**Comments:**

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

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

**Status Date:** 01/28/2022  
**Status:** Approved - No Response  
**Comments:**

Reviewing Agency: RTD Referral      Review Status: Approved

**Status Date:** 01/28/2022  
**Status:** Approved  
**Comments:** PWPRS Project Number: 2022-VACA-0000001 - 1082 N Santa Fe Dr Alley Vacation  
Reviewing Agency/Company: RTD  
Reviewers Name: C. Scott Woodruff  
Reviewers Phone: 303-299-2943  
Reviewers Email: clayton.woodruff@rtd-denver.com  
Approval Status: Approved

**Comments:**

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

# Comment Report

## 1082 N Santa Fe Dr Alley Vacation

06/07/2022

**Master ID:** 2021-PROJMSTR-0000349      **Project Type:** ROW Vacation  
**Review ID:** 2022-VACA-0000001      **Review Phase:**  
**Location:** 1082 North Santa Fe Drive      **Review End Date:** 01/27/2022

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

**Status Date:** 01/28/2022  
**Status:** Approved - No Response  
**Comments:**

**Reviewing Agency:** Xcel Referral      **Review Status:** Approved w/Conditions

**Status Date:** 01/28/2022  
**Status:** Approved w/Conditions  
**Comments:** PWPRS Project Number: 2022-VACA-0000001 - 1082 N Santa Fe Dr 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 with conditions

**Comments:**

Please be aware Public Service Company of Colorado owns and operates existing overhead electric distribution facilities located within the alley proposed to be vacated; therefore, we are able to give conditional approval, PROVIDED, HOWEVER, said vacation shall be subject to the following reservations:  
A perpetual, non-exclusive easement is hereby reserved by the City and County of Denver, its successors and assigns, over, under, across, along, and through the vacated area for the purposes of constructing, operating, maintaining, repairing, upgrading and replacing public or private utilities including storm drainage and sanitary sewer facilities and all appurtenances to said utilities. A hard surface shall be maintained by the property owner over the entire easement area. The City reserves the right to authorize the use of the reserved easement by all utility providers with existing facilities in the easement area. No trees, fences, retaining walls, landscaping or structures shall be allowed over, upon or under the easement area. Any such obstruction may be removed by the City or the utility provider at the property owner's expense. The property owner shall not re-grade or alter the ground cover in the easement area without permission from the City and County of Denver. The property owner shall be liable for all damages to such utilities, including their repair and replacement, at the property owner's sole expense. The City and County of Denver, its successors, assigns, licensees, permittees and other authorized users shall not be liable for any damage to property owner's property due to use of this reserved easement.  
The property owner/developer/contractor must complete the application process for relocation and/or removal of the existing facilities via xcelenergy.com/InstallAndConnect.

**Reviewing Agency:** Case Manager Review/Finalize      **Review Status:** Approved

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

**Status Date:** 05/10/2022  
**Status:** Approved  
**Comments:**

**Status Date:** 01/28/2022  
**Status:** Comments Compiled  
**Comments:**

**Status Date:** 01/25/2022  
**Status:** Confirmation of Payment

# Comment Report

## 1082 N Santa Fe Dr Alley Vacation

06/07/2022

<b>Master ID:</b>	2021-PROJMSTR-0000349	<b>Project Type:</b>	ROW Vacation
<b>Review ID:</b>	2022-VACA-0000001	<b>Review Phase:</b>	
<b>Location:</b>	1082 North Santa Fe Drive	<b>Review End Date:</b>	01/27/2022

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

Comments: