

## 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](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:

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

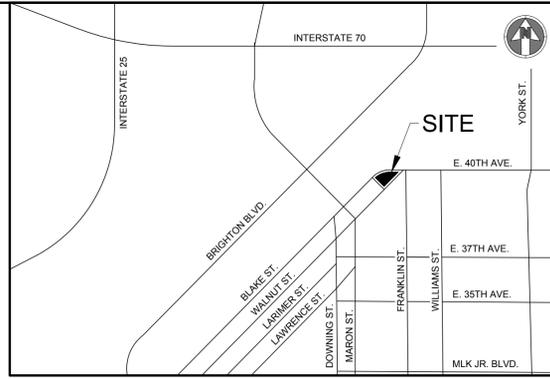
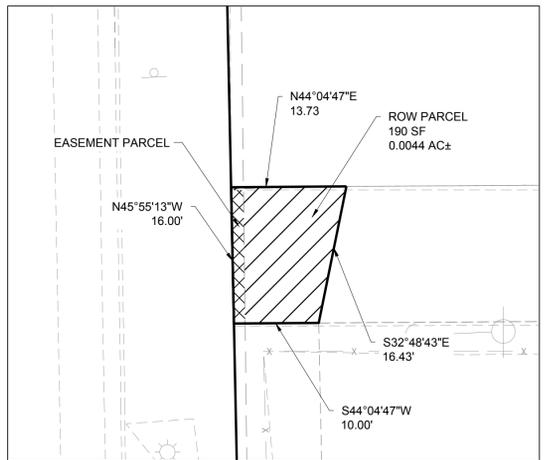
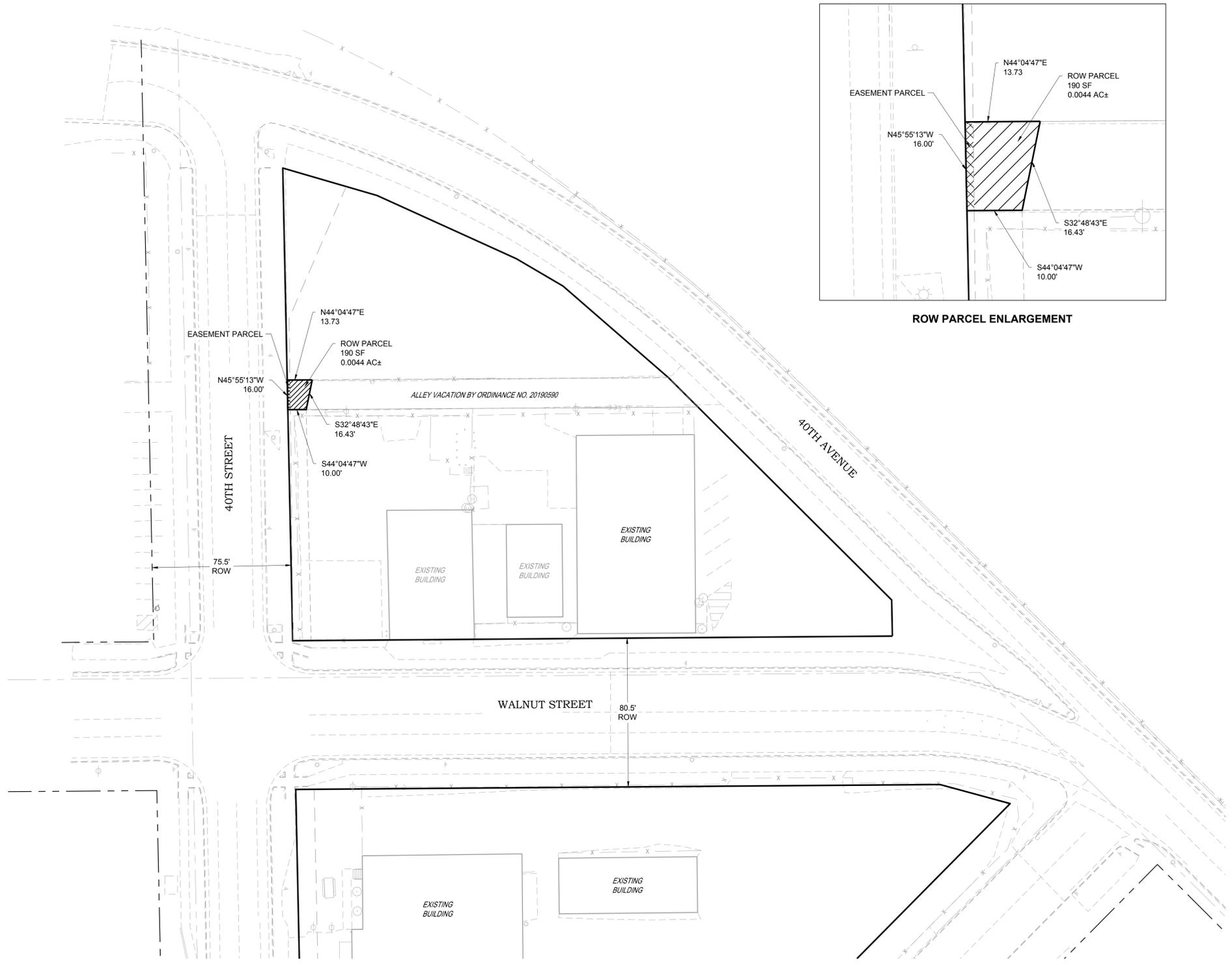
(Utilities in the proposed vacation area will need to be relocated at the owner's expense. If relocation is not feasible, a standard hard surface easement may be required. The City will reserve this easement for all remaining easements within the vacated area, in the Vacation Ordinance. The Requestor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

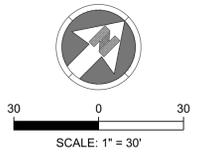
[Signature]
(Owner/Vested Party Signature)

12/27/21
DATE





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.peetz@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

## 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:** 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  
**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:** 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](mailto: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](mailto: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](mailto: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](mailto: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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**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 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

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**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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**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/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: