

## 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.**

  
Francis J Ricci - Manager  
\_\_\_\_\_  
**Owner/Vested Party/Applicant Signature**

03/03/2023  
\_\_\_\_\_  
**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:

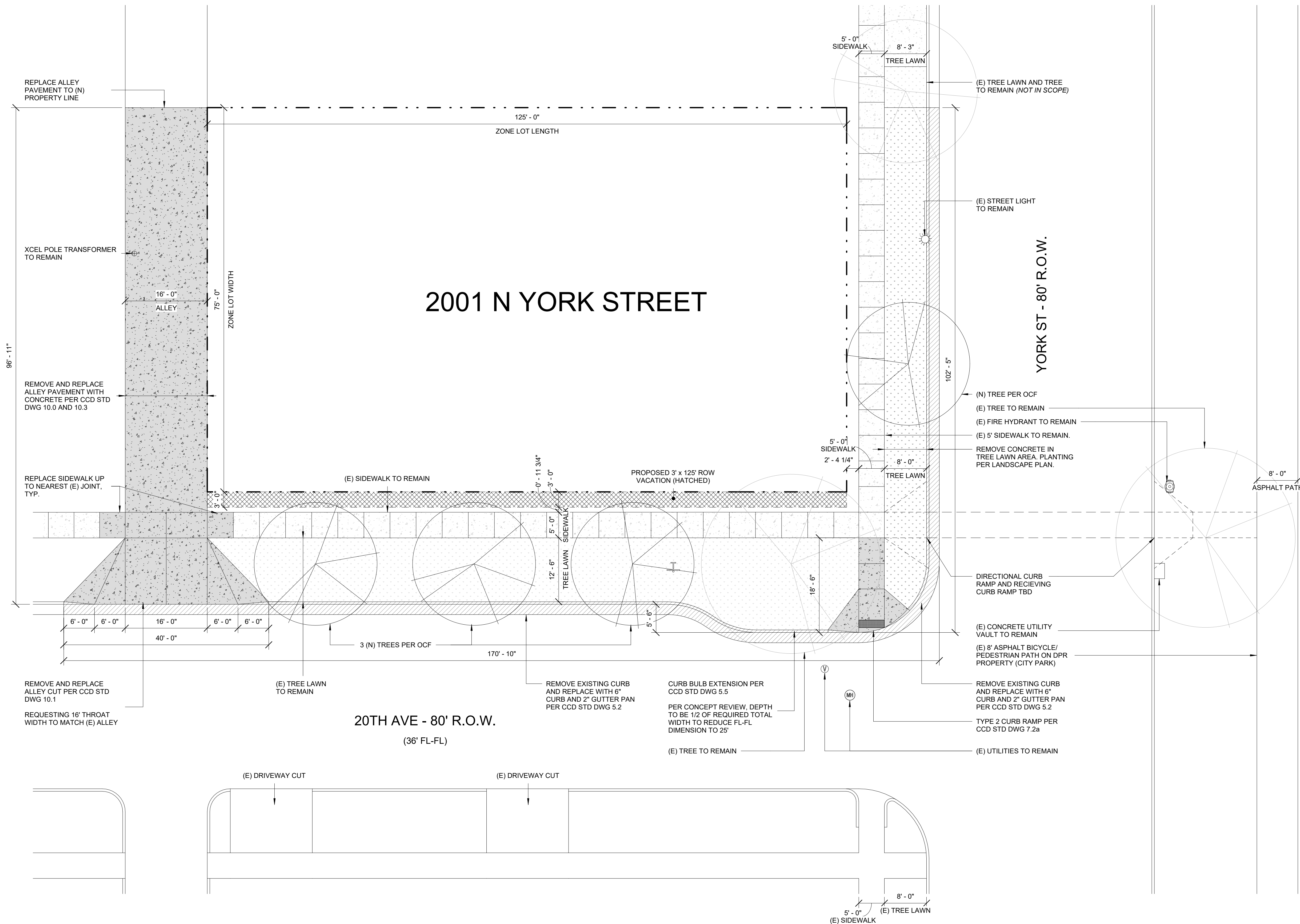
Handwritten text describing existing utilities and easements, including a reference to a standard hard surface easement and the City's reservation of easements within the vacated area.

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.

Handwritten signature of Francis J Ricci - Manager
Francis J Ricci - Manager
(Owner/Vested Party Signature)

03/03/2023
DATE





**LEGEND**

- ZONE LOT LINE (ADJACENT SHOWN IN GRAY)
- BUILDING ENVELOPE BOUNDARY (ADJACENT SHOWN IN GRAY)
- UNDERGROUND UTILITY LINE
- BUILDING OVERHEAD
- FENCE
- CONCRETE CONTROL JOINT
- NEW EXTERIOR CONCRETE FLAT WORK
- EXISTING CONCRETE
- NEW CONCRETE CURB AND GUTTER
- LANDSCAPED AREA
- ROW VACATION AREA
- FLOW DIRECTION INDICATOR 3.05%
- FREE-STANDING LIGHT FIXTURES
- FIRE HYDRANT
- UTILITY MANHOLE
- UTILITY POLE
- CLEANOUT, WATER METER, VALVE
- PARKING SIGN, TRAFFIC SIGN

**City Park**  
 2001 N YORK STREET  
 DENVER, CO 80205

ARCHITECT  
**F( )RMA**  
 FORMA ARCHITECTURE, LLC  
 2001 N YORK ST, SUITE D  
 DENVER, CO 80205  
 720-328-9940

PROJECT TEAM  
 PRINCIPAL  
 JACK RICCI, AIA  
 JACK@FORMAPLACES.COM  
 (513) 919-7107  
 PROJECT ARCHITECT  
 LAUREN REDIFER, RA  
 LAUREN@FORMAPLACES.COM  
 (941) 504-8210



ISSUANCE

ISSUE DATE  
**02/22/23**

CURRENT REVISION

REVISION HISTORY

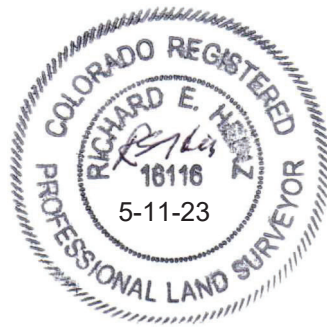
DRAWING SHEET TITLE  
**SITE PLAN**

**A1.0**

**1** PROPOSED SITE PLAN  
 1" = 10'-0"

**EXHIBIT A**  
SHEET 1 OF 2

LAND DESCRIPTION: A portion of E. 20th Ave. lying adjacent to Lot 7, Block 2, PARK SIDE SUBDIVISION, located in the SE 1/4 of Section 35, Township 3 South, Range 68 West of the 6th Principal Meridian, City and County of Denver, State of Colorado, and being more particularly described as follows: Beginning at the Southwest corner of said Lot 7, thence N90°00'00"E, (Assumed Basis of Bearing) along the South line of said Lot 7, a distance of 125.00 feet to the Southeast corner of said Lot 7; thence S00°00'00"W and parallel with the East line of said Lot 7, a distance of 3.00 feet; thence S90°00'00"W and parallel with said South line of Lot 7, a distance of 125.00 feet to a point on the Southerly extension of the West line of said Lot 7; thence N00°00'00"E, a distance of 3.00 feet to the Point Of Beginning. Said described parcel contains 375 square feet more or less. I, Richard E. Heinz, A Professional Land Surveyor, Registered in the State of Colorado, do hereby certify that the above legal description was prepared by me or under my direct supervision.



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Richard E. Heinz,  
State of Colorado Professional Land Surveyor No. 16116  
For and on behalf of AAA Land Surveying Consultants, LLC

**AAA SURVEYING LAND CONSULTANTS, LLC**

P.O. BOX 2016 ELIZABETH, CO 80107  
303-519-7015/FAX 303-940-4927

JOB NO. 23-2001

PAGE 1 OF 2

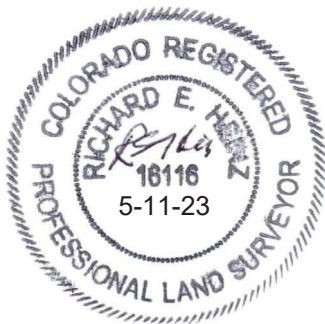
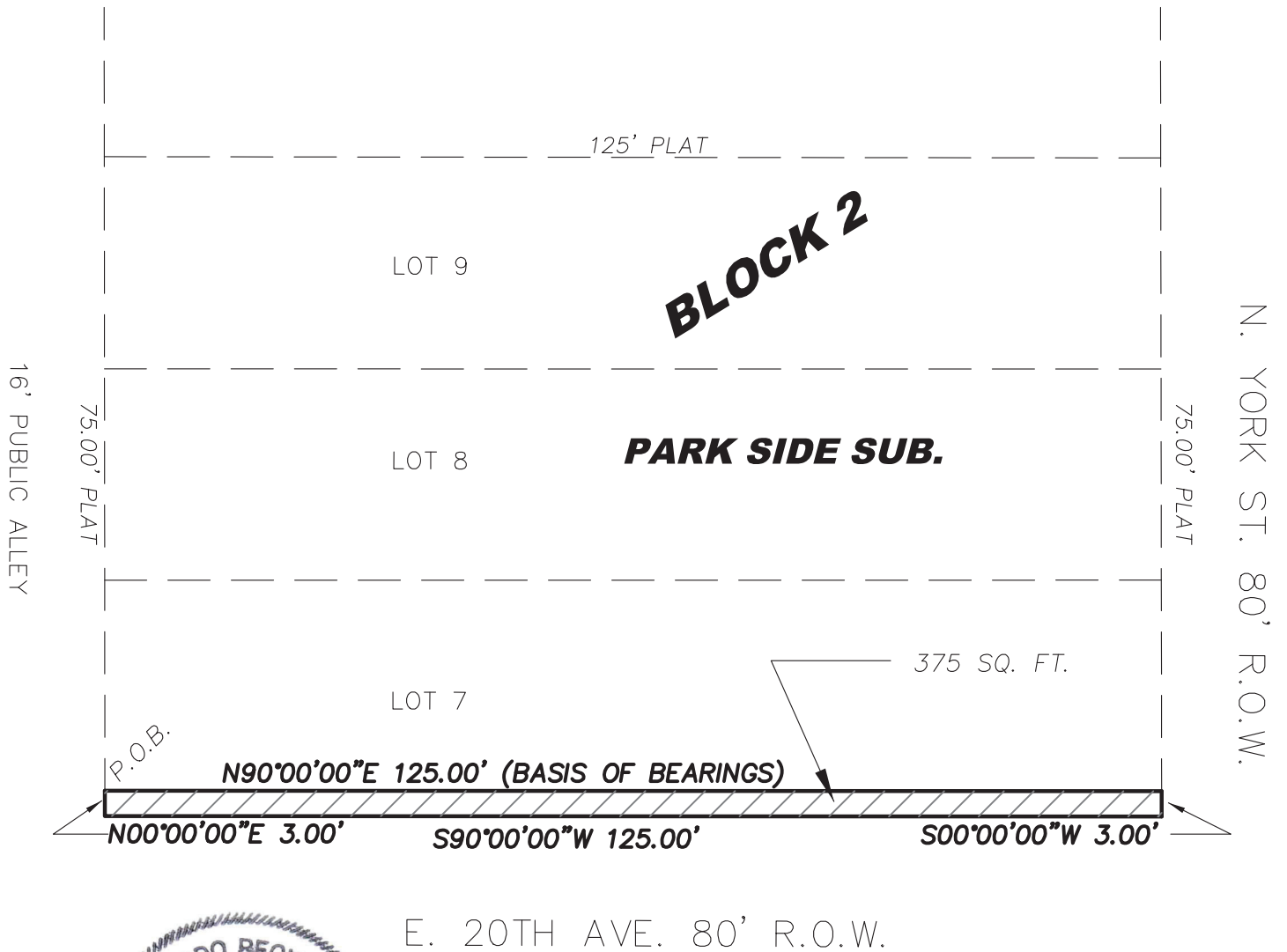
DATE: 3/3/2023

PROPERTY ADDRESS: 2001 N. York ST.

# EXHIBIT A ILLUSTRATION



Scale 1" = 20'



AAA SURVEYING LAND CONSULTANTS, LLC.  
 PROFESSIONAL LAND SURVEYORS  
 P.O. BOX 2016 ELIZABETH, CO 80107  
 303-519-7015/FAX 303-940-4927

A PARCEL OF LAND SITUATED IN THE SOUTHEAST  
 QUARTER OF SECTION 35, TOWNSHIP 3 SOUTH, RANGE  
 68 WEST OF THE 6TH P.M.  
 CITY AND COUNTY OF DENVER,  
 STATE OF COLORADO

## 2001 York Street

05/16/2023

<b>Master ID:</b> 2022-PROJMSTR-0000447	<b>Project Type:</b> ROW Vacation
<b>Review ID:</b> 2023-VACA-0000001	<b>Review Phase:</b>
<b>Location:</b> 2001 York St.	<b>Review End Date:</b> 03/28/2023

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
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Reviewers Name: Yohanna Harrison  
 Reviewers Email: Yohanna.Harrison@denvergov.org

Status Date: 03/19/2023  
 Status: Approved  
 Comments:

Reviewing Agency: Building Department Review	Review Status: Approved
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Reviewers Name: Keith Peetz  
 Reviewers Email: keith.peetz@denvergov.org

Status Date: 03/24/2023  
 Status: Approved  
 Comments:

Reviewing Agency: CenturyLink Referral	Review Status: Approved - No Response
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Status Date: 03/29/2023  
 Status: Approved - No Response  
 Comments:

Reviewing Agency: CDOT Referral	Review Status: Approved
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Status Date: 03/29/2023  
 Status: Approved  
 Comments: PWPRS Project Number: 2023-VACA-0000001 - 2001 York Street  
 Reviewing Agency/Company: CDOT Region 1 ROW/survey  
 Reviewers Name: dane courville  
 Reviewers Phone: 7206720231  
 Reviewers Email: dane.courville@state.co.us  
 Approval Status: Approved

Comments:  
 Does not affect CDOT on-system ROW. Proposed effort is approved as the location does not affect CDOT ROW.

Reviewing Agency: City Councilperson and Aides Referral	Review Status: Approved - No Response
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Status Date: 03/29/2023  
 Status: Approved - No Response  
 Comments:

Reviewing Agency: City Forester Review	Review Status: Approved
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# Comment Report

## 2001 York Street

05/16/2023

**Master ID:** 2022-PROJMSTR-0000447      **Project Type:** ROW Vacation  
**Review ID:** 2023-VACA-0000001      **Review Phase:**  
**Location:** 2001 York St.      **Review End Date:** 03/28/2023

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

**Reviewers Name:** Erin Hatch  
**Reviewers Email:** Erin.Hatch@denvergov.org  
**Status Date:** 03/22/2023  
**Status:** Approved  
**Comments:**

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

**Status Date:** 03/29/2023  
**Status:** Approved - No Response  
**Comments:**

**Reviewing Agency:** DS Project Coordinator Review      **Review Status:** Approved w/Conditions

**Status Date:** 03/29/2023  
**Status:** Approved w/Conditions  
**Comments:** PWPRS Project Number: 2023-VACA-0000001 - 2001 York Street  
Reviewing Agency/Company: Development Services / Project Coordination  
Reviewers Name: Tiffany Holcomb  
Reviewers Phone: 720-865-3018  
Reviewers Email: Tiffany.Holcomb@denvergov.org  
Approval Status: Approved with conditions

**Comments:**  
If any ROW dedication is needed on York Street to meet DOTI requirements, the area requested to be vacated on 20th Street should not overlap with any area to be dedicated on York Street due to potential differences in the timing of application reviews and approvals. Please make sure legal descriptions for all applications are clean.

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

**Reviewers Name:** Mindy Christensen  
**Reviewers Email:** Mindy.Christensen@denvergov.org  
**Status Date:** 03/24/2023  
**Status:** Approved  
**Comments:** PWPRS Project Number: 2023-VACA-0000001 - 2001 York Street  
Reviewing Agency/Company: City & County of Denver/DOTI DES Transportation  
Reviewers Name: Mindy Christensen  
Reviewers Phone: 7208653216  
Reviewers Email: mindy.christensen@denvergov.org  
Approval Status: Approved

**Comments:**

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

# Comment Report

## 2001 York Street

05/16/2023

**Master ID:** 2022-PROJMSTR-0000447      **Project Type:** ROW Vacation  
**Review ID:** 2023-VACA-0000001      **Review Phase:**  
**Location:** 2001 York St.      **Review End Date:** 03/28/2023

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

**Reviewers Name:** Jack Kasprzak  
**Reviewers Email:** Jack.Kasprzak@denvergov.org  
**Status Date:** 03/09/2023  
**Status:** Approved  
**Comments:** DES Wastewater has no objection to the proposed 3ft ROW vacation along E. 20th Ave.

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

**Reviewers Name:** Spencer Pocock  
**Reviewers Email:** Spencer.Pocock@denvergov.org  
**Status Date:** 03/29/2023  
**Status:** Approved  
**Comments:** PWPRS Project Number: 2023-VACA-0000001 - 2001 York Street  
Reviewing Agency/Company: DODR  
Reviewers Name: Spencer Pocock  
Reviewers Phone: 720-913-8411  
Reviewers Email: Spencer.Pocock@denvergov.org  
Approval Status: Approved

**Comments:**  
Final construction, including any later modifications to the public sidewalk (which is 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:** 03/29/2023  
**Status:** Approved  
**Comments:** PWPRS Project Number: 2023-VACA-0000001 - 2001 York Street  
Reviewing Agency/Company: Denver Water  
Reviewers Name: Gina Begly  
Reviewers Phone: 3036286219  
Reviewers Email: gina.begly@denverwater.org  
Approval Status: Approved

**Comments:**

**Reviewing Agency:** Denver Fire Department Review      **Review Status:** Approved

**Reviewers Name:** Brian Dimock  
**Reviewers Email:** Brian.Dimock@denvergov.org

**Status Date:** 03/22/2023  
**Status:** Approved  
**Comments:**

**Reviewing Agency:** Landmark Review      **Review Status:** Approved

# Comment Report

## 2001 York Street

05/16/2023

**Master ID:** 2022-PROJMSTR-0000447      **Project Type:** ROW Vacation  
**Review ID:** 2023-VACA-0000001      **Review Phase:**  
**Location:** 2001 York St.      **Review End Date:** 03/28/2023

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

**Reviewers Name:** Emma-Marie Censky  
**Reviewers Email:** emma.censky@denvergov.org

**Status Date:** 03/08/2023  
**Status:** Approved  
**Comments:**

**Reviewing Agency:** Metro Wastewater Referral      **Review Status:** Approved - No Response

**Status Date:** 03/29/2023  
**Status:** Approved - No Response  
**Comments:**

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

**Status Date:** 03/29/2023  
**Status:** Approved - No Response  
**Comments:**

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

**Status Date:** 03/29/2023  
**Status:** Approved - No Response  
**Comments:**

**Reviewing Agency:** Parks and Recreation Review      **Review Status:** Approved

**Reviewers Name:** Jennifer Cervera  
**Reviewers Email:** Jennifer.Cervera@denvergov.org

**Status Date:** 03/28/2023  
**Status:** Approved  
**Comments:**

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

**Reviewers Name:** Kelsey Kijowski  
**Reviewers Email:** Kelsey.Kijowski@denvergov.org

**Status Date:** 03/28/2023  
**Status:** Approved  
**Comments:**

**Reviewing Agency:** ERA Wastewater Review      **Review Status:** Approved

**Reviewers Name:** Mike Sasarak  
**Reviewers Email:** Mike.Sasarak@denvergov.org

# Comment Report

## 2001 York Street

05/16/2023

**Master ID:** 2022-PROJMSTR-0000447      **Project Type:** ROW Vacation  
**Review ID:** 2023-VACA-0000001      **Review Phase:**  
**Location:** 2001 York St.      **Review End Date:** 03/28/2023

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

Status Date: 03/22/2023  
Status: Approved  
Comments:

Reviewing Agency: Construction Engineering Review      Review Status: Approved

Reviewers Name: Porames Saejiw  
Reviewers Email: Joe.Saejiw@denvergov.org

Status Date: 03/23/2023  
Status: Approved  
Comments:

Reviewing Agency: Policy and Planning Review      Review Status: Approved - No Response

Reviewers Name: Jennifer Hillhouse  
Reviewers Email: Jennifer.Hillhouse@denvergov.org

Status Date: 03/29/2023  
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: 03/29/2023  
Status: Approved - No Response  
Comments:

Reviewing Agency: Survey Review      Review Status: Approved

Reviewers Name: Johanna Lee  
Reviewers Email: johanna.lee@denvergov.org

Status Date: 05/16/2023  
Status: Approved  
Comments: PWPRS Project Number: 2023-VACA-0000001 - 2001 York Street  
Reviewing Agency/Company: Right-of-Way Services - Survey, DOTI  
Reviewers Name: JOHANNA LEE  
Reviewers Phone: 720.865.3105  
Reviewers Email: johanna.lee@denvergov.org  
Approval Status: Approved

Comments:

Status Date: 03/28/2023  
Status: Denied  
Comments: See red lines.

# Comment Report

## 2001 York Street

05/16/2023

**Master ID:** 2022-PROJMSTR-0000447      **Project Type:** ROW Vacation  
**Review ID:** 2023-VACA-0000001      **Review Phase:**  
**Location:** 2001 York St.      **Review End Date:** 03/28/2023

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

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

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

Status Date: 03/29/2023  
Status: Approved - No Response  
Comments:

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

Status Date: 03/29/2023  
Status: Approved - No Response  
Comments:

Reviewing Agency: RTD Referral      Review Status: Approved

Status Date: 03/29/2023  
Status: Approved  
Comments: PWPRS Project Number: 2023-VACA-0000001 - 2001 York Street  
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:  
This review is for Design concepts and to identify any necessary improvements to RTD stops and property affected by the design. This review of the plans does not eliminate the need to acquire, and/or go through the acquisition process of any agreements, easements or permits that may be required by the RTD for any work on or around our facilities and property.

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

Status Date: 03/29/2023  
Status: Approved - No Response  
Comments:

Reviewing Agency: Xcel Referral      Review Status: Approved

Status Date: 03/29/2023  
Status: Approved  
Comments: PWPRS Project Number: 2023-VACA-0000001 - 2001 York Street  
Reviewing Agency/Company: Public Service Company of Colorado dba Xcel Energy  
Reviewers Name: Donna George

# Comment Report

## 2001 York Street

05/16/2023

**Master ID:** 2022-PROJMSTR-0000447      **Project Type:** ROW Vacation  
**Review ID:** 2023-VACA-0000001      **Review Phase:**  
**Location:** 2001 York St.      **Review End Date:** 03/28/2023

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

Reviewers Phone: 3035713306  
Reviewers Email: donna.l.george@xcelenergy.com  
Approval Status: Approved

Comments:

Reviewing Agency: Case Manager Review/Finalize      Review Status: Confirmation of Payment

Reviewers Name: Brianne White  
Reviewers Email: Brianne.White@denvergov.org

Status Date: 03/29/2023  
Status: Confirmation of Payment  
Comments:

Status Date: 03/29/2023  
Status: Comments Compiled  
Comments:

Status Date: 03/07/2023  
Status: Confirmation of Payment  
Comments: