



APPLICATION SUBMITTAL CHECKLIST

FOR CITY & COUNTY OF DENVER PUBLIC RIGHT-OF-WAY VACATION

Any Public Right-of-Way (ROW) Vacation Application submittal not meeting all minimum checklist criteria herein shall be rejected as incomplete. Download and fill-out this checklist and submit along with the Application and supporting documentation to DOTI.ER@denvergov.org.

1. ROW Vacation Application

ROW Vacation Application completed and signed by property owner or a vested party

2. Land Descriptions

- Land description(s) prepared by a Professional Land Surveyor licensed in the State of Colorado for the portion of ROW to be vacated prepared in accordance with [DOTI Survey Land Description Requirements](#)
- PDF format stamped and signed by Professional Land Surveyor
- Text only in Microsoft Word format

3. Site Plan

ACCURATELY, LABELED, AND DIMENSIONED ENGINEERED DRAWINGS TO INCLUDE THE FOLLOWING:

- Numerical and Bar Scale (scale no smaller than 1:40)
- North Arrow
- Legend
- Plan date and revision number, if applicable
- Hatch area of ROW to be vacated
- Hatch newly proposed ROW dedications, if applicable
- Hatch existing and newly proposed easements, if applicable
- Property lines
- Right-of-way lines
- Label property addresses and street names
- Proposed improvements in ROW vacation area
- All existing, abandoned, and relocated utilities
- Aerial imagery can be used, but does not replace the required accurately engineered drawings
- Existing improvements within ROW, includes edge of pavement, curb & gutter, trees, landscaping, sidewalks, driveways, alleys, signs, etc.

4. Fees

ROW VACATION FEES MUST BE PAID IMMEDIATELY AFTER ER PROVIDES AN INVOICE

Initial Processing Fee = \$1,000.00 (non-refundable)

Survey Land Description Review Fee = \$500 (non-refundable)

Ordinance Fee = \$300 (non-refundable)

Property Owner or Authorized Application Representative:

By signing below, I certify that all above information has been incorporated in our application submittal.

SIGNATURE:

[Handwritten Signature]

DATE:

2.23.24

PRINT NAME:

Athena R. Lovato

PHONE:

303-888-5036

EMAIL:

alovato@denverhousing.org

COMPANY:

Denver Housing Authority

City and County of Denver Department of Transportation & Infrastructure
 Right of Way Services | Engineering & Regulatory
 201 W. Colfax Ave, Dept. 507 | Denver, CO 80202
www.denvergov.org/ROWPlanReview
DOTI.ER@denvergov.org
 (720) 865-3003



APPLICATION

FOR CITY & COUNTY OF DENVER PUBLIC RIGHT-OF-WAY VACATION

To apply for an Ordinance to Vacate Public Right-of-Way (ROW) in the City and County of Denver, complete this application and submit together with the Submittal Checklist and required application materials in accordance with the [ROW Vacation Application Requirements](#) to DOTI.ER@denvergov.org. Please type or print clearly. If necessary, attach additional sheets to fully answer any of the following sections. Incomplete applications packages will not be accepted. Questions on this application or this process can be sent to DOTI.ER@denvergov.org.

PROPERTY OWNER:

Company Name: Denver Housing Authority
Contact Name: Athena Lovato - Real Estate Dept.
Property Address: 1035 Osage St. Denver, CO 80204
Phone: 720-932-3170 Email: alovato@denverhousing.org

PRIMARY CONTACT: Check if the same as Adjacent Property Owner

Company Name: Matrix Design Group
Contact Name: Kevin Fennelly
Address: 707 17th St. Suite 3150, Denver, CO 80202
Phone: 303-572-0200 Email: Kevin.fennelly@matrixdesigngroup.com

PROJECT INFORMATION:

Project Name: 901 Navajo Street - Mercy Housing
Address of Property Associated with ROW Vacation: 901 Navajo Street

Is this project associated with a LAND DEVELOPMENT REVIEW?

Yes No If 'Yes', provide Project Master, Concept or Site Development Plan Project Numbers:

2024-SDP-0000003, 2023PM0000140

Is this project also dedicating new ROW?

Yes No If 'Yes', provide ROW Dedication Project Number(s) and describe the ROW dedication:

ROW#
R.O.W. Dedication is for N. Osage Street (47.5' R.O.W.) and W. 9th Avenue (52.0' R.O.W.)

City and County of Denver Department of Transportation & Infrastructure
Right of Way Services | Engineering & Regulatory
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REASON FOR ROW VACATION:

Describe why you are requesting this ROW Vacation and why the ROW is no longer needed.

The new Mercy Housing project will require 1541 sq. ft. of R.O.W vacation for their new affordable housing project that includes a medical clinic. The existing ROW is no longer needed due to the fact that a shared street has been approved for Osage St. and 9th Ave. The shared street requires a 52' ROW instead of the 80' ROW that has been established for a portion of 9th Ave.

ROW VACATION INFORMATION:

Describe the status of the ROW:

In the space below, describe the current use of the ROW to be vacated.

Currently the R.O.W. is being used as access to 1325 W 9th Ave and 901 Navajo St.

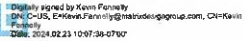
Are there utilities in the ROW? Yes No

If yes, list each utility and identify utility owner, utility type, and size (e.g. CCD 8-inch Sanitary Sewer); whether it will remain or be removed, relocated, or abandoned in-place; and, expected schedule. For utilities to remain in-place, the City will reserve a utility easement over the vacated area with the ROW Vacation Ordinance. See [ROW Vacation Application Requirements](#) for standard easement language.

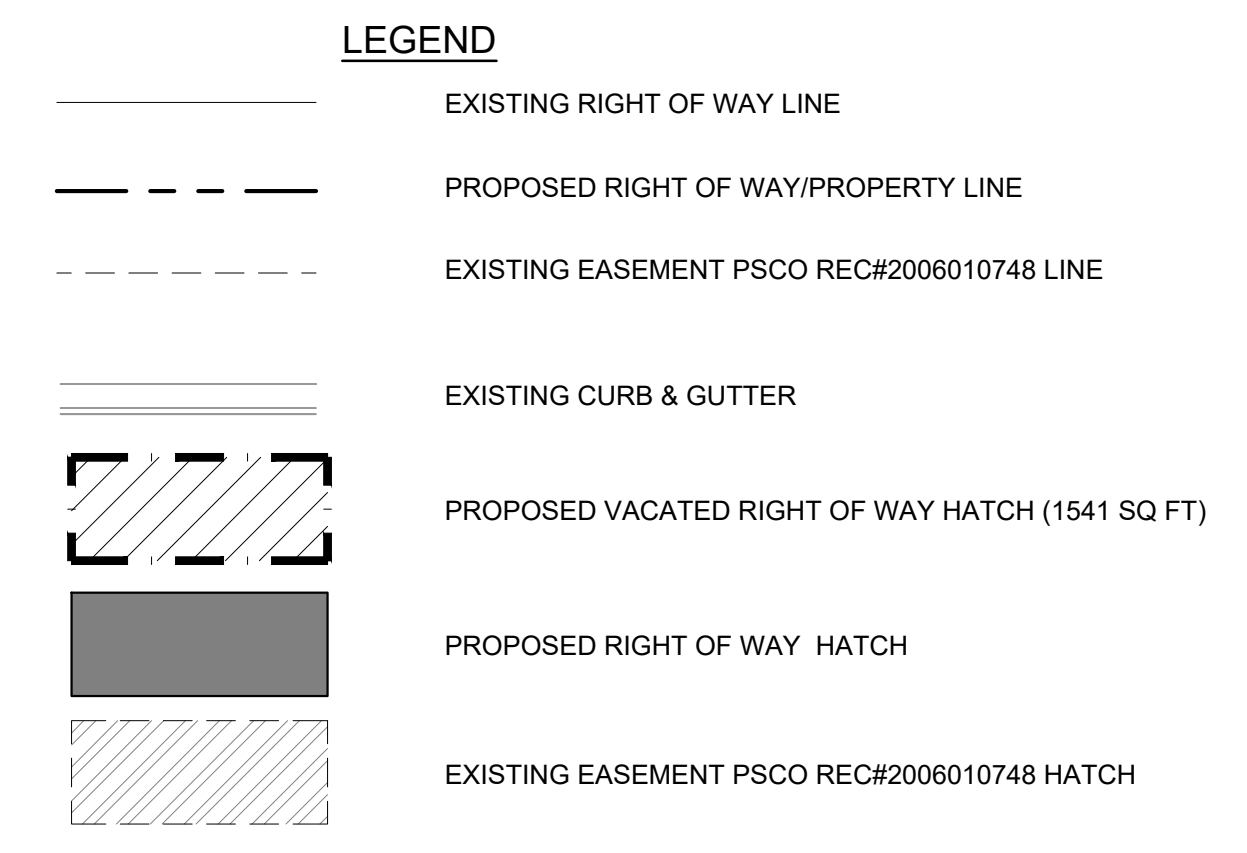
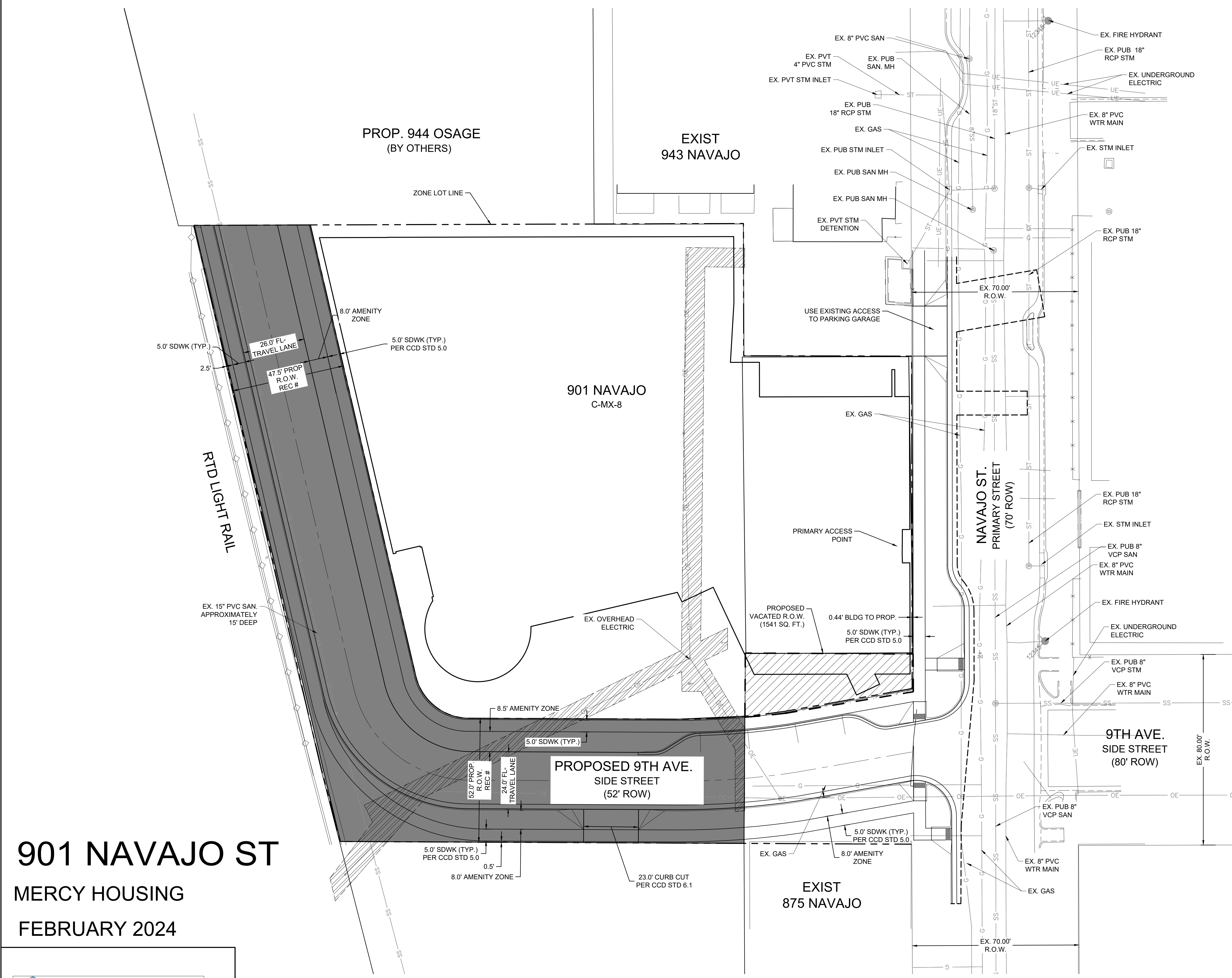
There are no utilities in the portion of ROW to be vacated.

APPLICANT SIGNATURE:

By signing below, I certify that I am the owner or vested party of the real property that is the subject of this ROW Vacation Application and the information contained herein is accurate and complete:

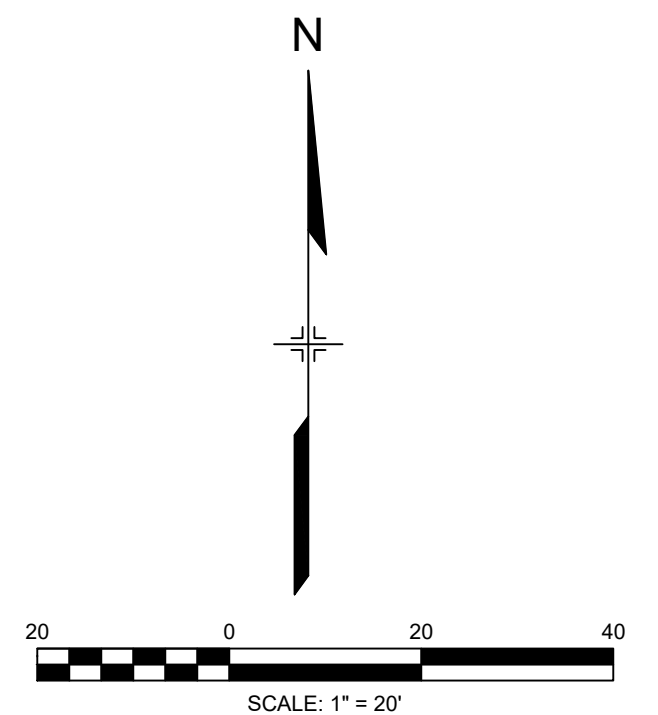
SIGNATURE: Kevin Fennelly  DATE: 2024-02-22
PRINT NAME: Kevin Fennelly PHONE: 303-572-0200
EMAIL: Kevin.fennelly@matrixdesigngroup.com COMPANY: Matrix Design Group

City and County of Denver Department of Transportation & Infrastructure
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- NOTES:**
1. EXISTING UTILITIES WITHIN THE PROPERTY SHALL BE REMOVED AND/OR RELOCATED PER CCD STANDARDS.
 2. TREES WITHIN PROPERTY LINES SHALL BE REMOVED
 3. NO CONSTRUCTION ACCESS, ACTIVITY, OR STORAGE OF MATERIALS/DEBRIS/EQUIPMENT IS PERMITTED WITHIN TREE PROTECTION ZONES. INCLUDING GRADING INSTALLATION OF UNDERGROUND UTILITIES. INSTALLATION OF SITE IMPROVEMENTS AND/OR GRUBBING. ALL CONSTRUCTION ACTIVITY MUST OCCUR OUT SIDE OF TREE PROTECTION ZONES (I.E. DRIP LINES OF TREES.)
 4. ALL EXISTING GRADES WITHIN TREE PROTECTION ZONE (TPZ) BOUNDARIES MUST REMAIN AS-IS. ALL PROPOSED GRADE CHANGES MUST OCCUR ENTIRELY OUTSIDE TPZ BOUNDARIES.
 5. NOTE TO CONTRACTOR: PUBLIC STREETS WITHIN THE CITY AND COUNTY OF DENVER THAT HAVE BEEN RE-PAVED, OVERLAID, OR SEALED WITHIN THE LAST 3 YEARS ARE UNDER A STREET CUT MORATORIUM. DURING THE MORATORIUM PERIOD, STREET CUTS WILL NEED EITHER AN OVERLAY OR AN INFRA-RED PATCH. THE EXTENTS OF THE OVERLAY ARE A MINIMUM OF 50' EITHER SIDE OF THE STREET CUT. THE WIDTH OF THE OVERLAY IS DEPENDENT ON THE EXTENTS OF THE STREET CUT.
 6. GENERALIZED DESIGN AND NOTES OF ANY MAJOR, CHANGED, OR NEW IMPROVEMENTS TO THE PUBLIC RIGHT-OF-WAY REQUIRED OF THIS DEVELOPMENT PROJECT IS SHOWN FOR REFERENCE. A TRANSPORTATION ENGINEERING PLAN (TEP) IS A SET OF CONSTRUCTION PLANS TO DOCUMENT IN DETAIL THESE IMPROVEMENTS. CCD INSPECTORS USE THIS DOCUMENT TO ENSURE THEY ARE CONSTRUCTED PER CCD STANDARDS. REFER TO 20XX-TRAN-0000XXX
 7. PER SECTION 59-551.1 OF THE DENVER MUNICIPAL CODE, THE PROPERTY OWNER OR LESSEE OF ANY REAL PROPERTY HANDLES THE CONTINUING CARE, MAINTENANCE, REPAIR, AND REPLACEMENT OF ALL IMPROVEMENTS INSTALLED IN THE PUBLIC ROW BETWEEN THE PROPERTY LINE AND THE CURB LINE ADJOINING THEIR PROPERTY.
 8. REFERENCE LANDSCAPING SHEETS FOR DETAILS ON DECORATIVE PAVING, FENCING, BIKE RACKS, AND ALL OTHER STRUCTURES THAT ALIGN WITH SITE LANDSCAPING
 9. REPAIR OR REPLACE EXISTING CURB, GUTTER AND SIDEWALK ALONG THE PROPERTY FRONTAGE THAT IS DAMAGED, NO TO CURRENT CITY STANDARDS OR NOT COMPLIANT WITH ADA, AS DIRECTED BY ROW INSPECTOR DURING CONSTRUCTION.
 10. DISTRICT UTILITIES MAY EXIST IN THIS PROPERTY'S STREET FRONTAGE. THE UTILITY NOTIFICATION CENTER OF COLORADO OR PRIVATE UTILITY LOCATE COMPANIES MAY BE UNABLE TO IDENTIFY OR LOCATE DISTRICT UTILITIES. THESE UTILITIES ARE TYPICALLY IRRIGATION OR ELECTRIC LINES.
 11. PROPOSED IMPROVEMENTS IN ROW VACATION AREA INCLUDE NEW BUILDING AND LANDSCAPING.

901 NAVAJO ST
 MERCY HOUSING
 FEBRUARY 2024



901 Navajo Street - Mercy Housing

06/27/2024

Master ID:	2023-PROJMSTR-0000140	Project Type:	ROW Vacation
Review ID:	2024-VACA-0000004	Review Phase:	
Location:	901 Navajo Street	Review End Date:	03/21/2024

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: Nicholas Boschert
Reviewers Email: Nicholas.Boschert@denvergov.org

Status Date: 03/19/2024
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: 03/06/2024
Status: Approved
Comments:

Reviewing Agency: CenturyLink Referral	Review Status: Approved
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Status Date: 04/17/2024
Status: Approved
Comments: PWPRS Project Number: 2024-VACA-0000004 - 901 Navajo Street - Mercy Housing
 Reviewing Agency/Company: CenturyLink/Lumen
 Reviewers Name: Varina Hoopes
 Reviewers Phone: 6812097308
 Reviewers Email: Varina.Hoopes@lumen.com
 Approval Status: Approved

Comments:
Status Date: 03/22/2024
Status: Approved - No Response
Comments:

Reviewing Agency: CDOT Referral	Review Status: Approved - No Response
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Status Date: 03/22/2024
Status: Approved - No Response
Comments:

Reviewing Agency: City Councilperson and Aides Referral	Review Status: Approved - No Response
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Status Date: 03/22/2024
Status: Approved - No Response
Comments:

Comment Report

901 Navajo Street - Mercy Housing

06/27/2024

Master ID: 2023-PROJMSTR-0000140 **Project Type:** ROW Vacation
Review ID: 2024-VACA-0000004 **Review Phase:**
Location: 901 Navajo Street **Review End Date:** 03/21/2024

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

Reviewing Agency: City Forester Review Review Status: Approved

Reviewers Name: Eric Huetig
Reviewers Email: Eric.Huetig@denvergov.org
Status Date: 03/18/2024
Status: Approved
Comments: 2024-VACA-0000004 - 901 Navajo Vacation
OCF Comments 3-18-24
1. Vacation is approved

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

Status Date: 03/22/2024
Status: Approved - No Response
Comments:

Reviewing Agency: DS Project Coordinator Review Review Status: Approved

Reviewers Name: Caeli Hill
Reviewers Email: Caeli.Hill@denvergov.org
Status Date: 03/14/2024
Status: Approved
Comments: Vacation is consistent with the proposal being reviewed under 2024-SDP-0000003. No issues with proposed vacation.

Reviewing Agency: DES Transportation Review Review Status: Approved

Reviewers Name: Viktoriya Luckner
Reviewers Email: Viktoriya.Luckner@denvergov.org
Status Date: 03/21/2024
Status: Approved
Comments:

Reviewing Agency: DES Wastewater Review Review Status: Approved

Reviewers Name: Zhixu Yuan
Reviewers Email: Zhixu.Yuan@denvergov.org
Status Date: 03/21/2024
Status: Approved
Comments:

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

Reviewers Name: Spencer Pocock
Reviewers Email: Spencer.Pocock@denvergov.org
Status Date: 03/22/2024
Status: Approved
2024-VACA-0000004

Comment Report

901 Navajo Street - Mercy Housing

06/27/2024

Master ID: 2023-PROJMSTR-0000140 **Project Type:** ROW Vacation
Review ID: 2024-VACA-0000004 **Review Phase:**
Location: 901 Navajo Street **Review End Date:** 03/21/2024

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

Comments: PWPRS Project Number: 2024-VACA-0000004 - 901 Navajo Street - Mercy Housing
Reviewing Agency/Company: DODR
Reviewers Name: Spencer Pocock
Reviewers Phone: 720-913-8411
Reviewers Email: Spencer.Pocock@denvergov.org
Approval Status: Approved

Comments:

Reviewing Agency: Denver Water Referral Review Status: Approved

Status Date: 03/22/2024
Status: Approved
Comments: PWPRS Project Number: 2024-VACA-0000004 - 901 Navajo Street - Mercy Housing
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: 03/18/2024
Status: Approved
Comments:

Reviewing Agency: Landmark Review Review Status: Approved - No Response

Status Date: 02/29/2024
Status: Approved - No Response
Comments:

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

Status Date: 03/22/2024
Status: Approved - No Response
Comments:

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

Status Date: 03/22/2024
Status: Approved - No Response
Comments:

Comment Report

901 Navajo Street - Mercy Housing

06/27/2024

Master ID: 2023-PROJMSTR-0000140 **Project Type:** ROW Vacation
Review ID: 2024-VACA-0000004 **Review Phase:**
Location: 901 Navajo Street **Review End Date:** 03/21/2024

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: 03/22/2024
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: 03/20/2024
Status: Approved
Comments:

Reviewing Agency: Construction Engineering Review Review Status: Approved

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

Status Date: 03/13/2024
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: 03/22/2024
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: 03/22/2024
Status: Approved - No Response
Comments:

Reviewing Agency: Survey Review Review Status: Approved

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

Comment Report

901 Navajo Street - Mercy Housing

06/27/2024

Master ID: 2023-PROJMSTR-0000140 **Project Type:** ROW Vacation
Review ID: 2024-VACA-0000004 **Review Phase:**
Location: 901 Navajo Street **Review End Date:** 03/21/2024

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

Status Date: 06/27/2024
Status: Approved
Comments: PWPRS Project Number: 2024-VACA-0000004 - 901 Navajo Street - Mercy Housing
Reviewing Agency/Company: DOTI-SURVEY
Reviewers Name: DANA SPERLING
Reviewers Phone: 7204565207
Reviewers Email: dana.sperling@denvergov.org
Approval Status: Approved

Comments:
the vacation survey exhibit and description in a word document are in the approved legal folder

Status Date: 03/06/2024
Status: Denied
Comments: Resubmittal Required. Survey Redlines are in the project REDLINES folder.

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

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

Status Date: 03/22/2024
Status: Approved - No Response
Comments:

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

Status Date: 03/22/2024
Status: Approved - No Response
Comments:

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

Status Date: 03/22/2024
Status: Approved - No Response
Comments:

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

Status Date: 03/22/2024
Status: Approved - No Response
Comments:

Reviewing Agency: Xcel Referral Review Status: Approved

Comment Report

901 Navajo Street - Mercy Housing

06/27/2024

Master ID: 2023-PROJMSTR-0000140 **Project Type:** ROW Vacation
Review ID: 2024-VACA-0000004 **Review Phase:**
Location: 901 Navajo Street **Review End Date:** 03/21/2024

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

Status Date: 03/22/2024
Status: Approved
Comments: PWPRS Project Number: 2024-VACA-0000004 - 901 Navajo Street - Mercy Housing
Reviewing Agency/Company: Public Service Company of Colorado (PSCo) dba Xcel Energy
Reviewers Name: Donna George
Reviewers Phone: 3035713306
Reviewers Email: Donna.L.George@xcelenergy.com
Approval Status: Approved

Comments:
No conflict.

Reviewing Agency: Case Manager Review/Finalize

Review Status: Comments Compiled

Reviewers Name: Jessica Eusebio
Reviewers Email: Jessica.Eusebio@denvergov.org

Status Date: 03/22/2024
Status: Comments Compiled
Comments: