

**FORM V: VACATIONS OF EASEMENTS OR RIGHT-OF-WAY - DHO**

*Please refer to the DHO public meeting schedule for meeting dates and deadlines. Your attendance is required.*

**\_ VACATION OF RIGHT-OF-WAY - DHO****\_ VACATION OF RIGHT-OF-WAY - COUNCIL**

A Single PDF file of the complete application including all documents being submitted must be emailed to [PLNDRS@cabq.gov](mailto:PLNDRS@cabq.gov). Zipped files or those over 9 MB cannot be delivered via email, in which case the PDF must be provided to City Staff using other online resources such as Dropbox or FTP. The PDF shall be organized in the number order below. Divide the PDF with a title sheet for each of the three documentation sections in **bold** below.

**VACATION DOCUMENTATION**

- \_\_\_ 1) DHO Application form completed, signed, and dated
- \_\_\_ 2) Form V with all the submittal items checked/marked
- \_\_\_ 3) Zone Atlas map with the entire site clearly outlined and labeled
- \_\_\_ 4) Copy of the complete document which created the easement(s)  
*Not required for City owned public right-of-way*
- \_\_\_ 5) Drawing showing the easement or right-of-way to be vacated
- \_\_\_ 6) If easements, list number to be vacated \_\_\_\_\_
- \_\_\_ 7) Square footage to be vacated (see IDO Section 14-16-6-6(M)) \_\_\_\_\_

**SUPPORTIVE DOCUMENTATION**

- \_\_\_ 8) Letter of authorization from the property owner if application is submitted by an agent
- \_\_\_ 9) Letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(M)
- \_\_\_ 10) Proof of Pre-Application Meeting with City staff per IDO Section 14-16-6-4(B)

**PUBLIC NOTICE DOCUMENTATION**

- \_\_\_ 11) Sign Posting Agreement
- \_\_\_ 12) Proof of a Pre-Submittal Neighborhood Meeting per IDO 14-16-6-4(C)
  - \_\_\_ Office of Neighborhood Coordination neighborhood meeting inquiry response
  - \_\_\_ Proof of email with read receipt OR Certified Letter offering meeting to applicable associations
  - \_\_\_ Completed neighborhood meeting request form(s)
  - \_\_\_ If a meeting was requested or held, copy of sign-in sheet and meeting notes

- \_\_\_ 13) Required Content of Notice at Submittal per IDO Section 14-16-6-4(K)(1) (not required for an extension)
  - \_\_\_ Office of Neighborhood Coordination notice inquiry response
  - \_\_\_ Completed notification form(s), proof of additional information provided in accordance with IDO Section 6-4(K)(1)(b)
  - \_\_\_ Proof of emailed notice to affected Neighborhood Association representatives
  - \_\_\_ Proof of first class mailing to affected Neighborhood Association representatives and property owners within 100 feet
- \_\_\_ 14) Interpreter Needed for Hearing? \_\_\_ if yes, indicate language: \_\_\_

**\_ VACATION OF PRIVATE EASEMENT**

**\_ VACATION OF PUBLIC EASEMENT**

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- \_\_\_ 1) DHO Application form completed, signed, and dated
- \_\_\_ 2) Form V with all the submittal items checked/marked
- \_\_\_ 3) Zone Atlas map with the entire site clearly outlined and labeled
- \_\_\_ 4) Copy of the complete document which created the easement(s)
- \_\_\_ 5) Drawing showing the easement or right-of-way to be vacated
- \_\_\_ 6) List number to be vacated \_\_\_\_\_
- \_\_\_ 7) Letter of authorization from the property owner if application is submitted by an agent
- \_\_\_ 8) Letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(M)
- \_\_\_ 9) Proof of Pre-Application Meeting with City staff per IDO Section 14-16-6-4(B)
- \_\_\_ 10) Interpreter Needed for Hearing? \_\_\_ if yes, indicate language: \_\_\_

**\_ EXTENSION OF VACATION**

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- \_\_\_ 1) DHO Application form completed, signed, and dated
- \_\_\_ 2) Form V with all the submittal items checked/marked
- \_\_\_ 3) Zone Atlas map with the entire site clearly outlined and labeled
- \_\_\_ 4) Drawing showing the vacated easement or right-of-way
- \_\_\_ 5) Vacated square footage (see IDO Section 14-16-6-6(M) \_\_\_\_\_)
- \_\_\_ 6) Letter of authorization from the property owner if application is submitted by an agent
- \_\_\_ 7) Letter describing, explaining, and justifying the request per IDO Section 14-16-6-4(X)(4)
- \_\_\_ 8) Interpreter Needed for Hearing? \_\_\_ if yes, indicate language: \_\_\_