

FORM V: Vacations of Easements or Right-of-way– DRB

Please refer to the DRB meeting schedules for dates and deadlines. Your attendance is required.

☐ VACATION OF RIGHT-OF-WAY – DRB

☐ VACATION OF RIGHT-OF-WAY – COUNCIL

- ___ Interpreter Needed for Meeting? ___ if yes, indicate language: _____
- ___ A Single PDF file of the complete application including all documents being submitted must be emailed to PLNDRS@cabq.gov prior to making a submittal. 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 on-line resources such as Dropbox or FTP. PDF shall be organized with the Development Review Application and this Form V at the front followed by the remaining documents in the order provided on this form.
- ___ Zone Atlas map with the entire site clearly outlined and labeled
- ___ Letter of authorization from the property owner if application is submitted by an agent
- ___ Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(M)
- ___ Copy of the complete document which created the easement(s)
Not required for City owned public right-of-way.
- ___ Drawing showing the easement or right-of-way to be vacated
- ___ If easements, list number to be vacated _____
- ___ Square footage to be vacated (see IDO Section 14-16-6-6(M) _____)
- ___ Proof of Neighborhood Meeting per IDO Section 14-16-6-4(K) and DPM 2-9-(E)(3)
 - ___ 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/held, copy of sign-in sheet and meeting notes
- ___ Required notices with content per IDO Section 14-16-6-4(K)
 - ___ Office of Neighborhood Coordination notice inquiry response
 - ___ Copy of notification letter, completed notification form(s), proof of additional information provided in accordance with IDO Section 6-4(K)(1)(b), and proof of first-class mailing to affected Neighborhood Association representatives.
 - ___ Proof of emailed notice to affected Neighborhood Association representatives
 - ___ Buffer map and list of property owners within 100 feet (excluding public rights-of-way) provided by Planning Department or created by applicant, copy of notifying letter, completed notification forms(s), proof of additional information provided in accordance with IDO Section 6-4(K)(1)(b), and proof of first-class mailing
- ___ Sign Posting Agreement - IDO Section 14-16-6-6(K)(4) is satisfied

☐ VACATION OF PRIVATE EASEMENT

☐ VACATION OF PUBLIC EASEMENT

- ___ Interpreter Needed for Meeting? ___ if yes, indicate language: _____
- ___ A Single PDF file of the complete application including all documents being submitted must be emailed to PLNDRS@cabq.gov prior to making a submittal. 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 on-line resources such as Dropbox or FTP. PDF shall be organized with the Development Review Application and this Form V at the front followed by the remaining documents in the order provided on this form.
- ___ Zone Atlas map with the entire site clearly outlined and labeled
- ___ Letter of authorization from the property owner if application is submitted by an agent
- ___ Justification letter describing, explaining, and justifying the request per the criteria in IDO Section 14-16-6-6(M)
- ___ Copy of the complete document which created the easement(s)
- ___ Drawing showing the easement to be vacated
- ___ List number to be vacated _____
- ___ Proof of Pre-Application meeting

The vacation must be shown on a DRB approved plat recorded by the County Clerk within one year, or it will expire.