

**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](mailto: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 on a CD. 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](mailto: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 on a CD. 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.***

<p><b><i>I, the applicant or agent, acknowledge that if any required information is not submitted with this application, the application will not be scheduled for a public meeting, if required, or otherwise processed until it is complete.</i></b></p>		
<p><b>Signature:</b> _____</p>	<p><b>Date:</b> _____</p>	
<p><b>Printed Name:</b> _____</p>	<p><input type="checkbox"/> Applicant or <input type="checkbox"/> Agent</p>	
<p><b>FOR OFFICIAL USE ONLY</b></p>		
<p>Case Numbers: _____</p>	<p>Project Number: _____</p>	
<p>Staff Signature: _____</p>		
<p>Date: _____</p>		