



VACATION SUBMITTAL CHECKLIST AND ADDITIONAL INFORMATION

The following checklist AND information need to be completed. All items listed on the checklist must accompany the completed application. ALL DOCUMENTS SUBMITTED MUST BE SINGLE SIDED WITH NO STAPLES.

- | Applicant
Use | STAFF
USE | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Date of pre-application meeting: _____ Note: Pre-applications are valid for a period of three (3) months. A submittal meeting is required prior to the receipt of this application. |
| <input type="checkbox"/> | <input type="checkbox"/> | A complete Master Land Use Application. (it is the applicant's responsibility to use a current application). Application must be single sided; double sided application will not be accepted. |
| <input type="checkbox"/> | <input type="checkbox"/> | Legal description of property. |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of Deed. |
| <input type="checkbox"/> | <input type="checkbox"/> | If the signatory on this application is not the owner of the subject property, then provide a notarized statement (affidavit of legal interest) from the owner stating the applicant is authorized to submit this application. |
| <input type="checkbox"/> | <input type="checkbox"/> | Names and addresses of all adjoining property all property owners and purchasers of record owning property located within 300' radius of the exterior boundary of the application property. The addresses shall be submitted to the City on three (3) sets of address labels, and a map showing the addresses in relation to the land being considered shall be submitted. |
| <input type="checkbox"/> | <input type="checkbox"/> | One (1) 8½" x 11" reduction of the revised plat and the vicinity map. |
| <input type="checkbox"/> | <input type="checkbox"/> | Three (3) 24" x 36" copies of the revised plat drawn to scale and arranged in complete plan sets folded according to department standards – folding instruction available at PZ-Plan-Folding-Instructions-PDF. |
| <input type="checkbox"/> | <input type="checkbox"/> | One (1) 8½" x 11" reduction of the original final plat. |
| <input type="checkbox"/> | <input type="checkbox"/> | One (1) set of 24" x 36" Pathways and Trails plan (if development impacts existing pathways and trails, or if development would trigger improvements based on the City of Eagle adopted Pathways and Trails Master Plan) showing the following:

<input type="checkbox"/> Pathway locations, type, and width. |

- Sidewalk locations, type, and width.
- Location of existing easements for irrigation companies.
- Indicate location of canal routes and specify which ones will be covered and which will stay open

- One (1) copy of any canal company license agreements (if applicable).
- One (1) copy of exclusive use easements of any kind that might impact pathways and/or open space (if applicable)
- A written statement of justification addressing the reason for the vacation.
- A high-resolution digital copy of all plans and documents with each plan sheet saved as a separate file.
- Any additional information to aid in understanding the project.
- Payment of application fees. Please submit the [Planning and Zoning Application Fee Calculation Request Form](#) a minimum of two (2) working days prior to application submittal to confirm required application fees.

ACKNOWLEDGEMENT

I acknowledge that all items on the checklist are included in the submittal package and that all documents are single sided with no staples.

Applicant/Representative Printed Name

Date

Applicant/Representative Signature