

Otero County Land Use Department  
Otero County Courthouse  
411 N. 10<sup>th</sup> Street  
Rocky Ford, CO 81067  
Telephone: (719) 383-3035

File No. \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Fee: \$200.00 to Otero County Public Works  
OCBC Mtg. Date: \_\_\_\_\_

**Application for Land Use Change  
VACATION OF STREETS AND/OR ALLEYS**

**PROPERTY OWNER INFORMATION:**

NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONE NUMBERS: (Home)\_\_\_\_\_ (Office)\_\_\_\_\_ (Cell)\_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

**PROPERTY OWNER INFORMATION:**

NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONE NUMBERS: (Home)\_\_\_\_\_ (Office)\_\_\_\_\_ (Cell)\_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

**IF THERE ARE ADDITIONAL PROPERTY OWNERS DESIRING TO SIGN THE PETITION TO VACATE, PLEASE ATTACH A SHEET SHOWING THEIR NAME, MAILING ADDRESS AND PHONE NUMBERS.**

Will all persons/entities owning property adjacent to the proposed vacated property sign the Petition to Vacate?

☐ Yes      ☐ No      If "No", please provide a list of those property owners.

Does the proposed vacated property constitute a boundary line with a City or Town?

☐ Yes      ☐ No      If "Yes", which City or Town?

**LOCATION OR LEGAL DESCRIPTION OF PROPOSED VACATED PROPERTY (TRACTS):**

**DESCRIBE EXISTING USE OF PROPERTY TO BE VACATED:**

\_\_\_\_\_  
Property Owner's Signature\*

\*Only one Property Owner needs to sign the Application.

**ADDITIONAL INFORMATION TO BE SUBMITTED WITH THIS APPLICATION:**

1. An accurate drawing suitable for recording prepared by a Colorado licensed land surveyor depicting and legally describing the public street, alley, easement or public way to be vacated, and said drawing shall also note all reservations, if any (unless waived by the Land Use Administrator).
2. Verified documentation that the requested vacation will not leave any land adjoining the roadway without an abutting established public road or private access easement connecting the land with another established road.
3. A letter from the Fire Department, School District(s), all applicable utility companies and special districts which serve the area in and around the property whose vacation is being sought which shall state the respective authorities' position concerning the proposed vacation (unless waived by the Land Use Administrator).

**NOTE:**

1. Pursuant to Section 4-601 (H), the Land Use Department will prepare the Petition (for Vacation) using the information provided in this Application and the additional information requested above.
2. **Applicant or a representative is required to be present at the Otero County Commissioner meeting wherein the Petition shall be heard.**
3. A legal notice referring to the proposed vacation shall be mailed by first-class mail to the last-known address of each landowner who owns one acre or more of land adjacent to the proposed vacated property (or as directed by the Land Use Administrator). Such notice shall indicate the time and place of the County Commissioner meeting and shall indicate that a resolution to vacate the County roadway will be presented at the meeting.
4. If applications are not filled out completely, they cannot be processed. All requested information must be submitted at the same time.