

Permit Number (for Jeffco employee use only): \_\_\_\_\_ VC

1. This form is only an application until validated by Jefferson County staff.
2. **Fees can be found on our website** at [planning.jeffco.us](http://planning.jeffco.us). Make checks payable to Jefferson County Treasurer. The applicant will also be required to reimburse the County for any costs of outside expert review of technical submissions, regardless of whether escrow is required or the amount of funds required to be submitted in escrow.

**All permit documents should be emailed to [pzpermits@jeffco.us](mailto:pzpermits@jeffco.us).**

**Applicants**

\_\_\_\_\_  
*Applicant 1* Phone Number Email

\_\_\_\_\_  
*Address* City State Zip

\_\_\_\_\_  
*Applicant 2* Phone Number Email

\_\_\_\_\_  
*Address* City State Zip

\_\_\_\_\_  
*Applicant 3* Phone Number Email

\_\_\_\_\_  
*Address* City State Zip

\_\_\_\_\_  
*Representative* Phone Number Email

\_\_\_\_\_  
*Address* City State Zip

**Reasons for Vacation Request**

**Checklist of Acknowledgments**

I hereby give permission for county staff, county board members or county contractors to enter upon my property for the purposes of site inspection.

\_\_\_\_\_  
*Applicant 1 Signature* Date *Applicant 2 Signature* Date

\_\_\_\_\_  
*Applicant 3 Signature* Date *Representative Signature* Date

# Vacation of Rights-of-Way

Permit Number: \_\_\_\_\_ VC

## Jeffco Staff Use Only

### Initial Review Submittal Requirements:

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*Staff will complete this portion of the application form prior to initial review. The applicant(s) is responsible for providing the required information for the initial review.*

Completed Application Form

Fee(s): Make checks payable to Jefferson County Treasurer

Application fee

Referral Agency fee

Outside Agency Referral fee

Cover letter that provides a brief explanation of the proposal

Graphic showing the right-of-way areas proposed for vacation

Survey (which may include boundary staking in the field)

Legal Description

Boundary Closure Sheet

Construction Plans

Exhibit A

Traffic Information:

Traffic Analysis

Traffic Study (Minor)

Traffic Study (Major)

Deeds / Easements / Agreements:

Phase III Drainage Report

Geologic and Geo-technical Report

Landscape Plan

Vegetation Preservation Plans

Property Mergers

*\* See Section 4 of the Land Development Regulation for submittal requirements and Section 13 for processing requirements.*