

PLANNING DIVISION

APPLICATION FOR:

Vacation of Public Way

ALL REQUIRED MATERIALS SHALL BE SUBMITTED TO THE CITY OF LARAMIE PLANNING DIVISION, 405 GRAND AVENUE, LARAMIE, WYOMING. ALL SUBMITTED MATERIALS WILL REMAIN THE PROPERTY OF THE CITY OF LARAMIE PLANNING DIVISION. APPLICATIONS, PLANS, AND/OR SUPPORTING DOCUMENTATION THAT ARE INCOMPLETE OR ILLEGIBLE WILL NOT BE ACCEPTED. PLEASE REVIEW THE ENTIRE APPLICATION AND PRINT CLEARLY.

Date Submitted: _____ (Assigned by Staff)		File Number: VAC-_____ (Assigned by Staff)	
PUBLIC EASEMENT OR RIGHT-OF-WAY <input type="checkbox"/> SUBDIVISION WITH ASSOCIATED RE-PLAT <input type="checkbox"/> SUBDIVISION WITHOUT ASSOCIATED RE-PLAT <input type="checkbox"/>			
APPLICANT:			PRIMARY CONTACT? <input type="checkbox"/>
ADDRESS:		E-MAIL:	
CITY:		STATE:	ZIP CODE:
PHONE :	MOBILE:		FAX:
REPRESENTATIVE (If different than Applicant):			PRIMARY CONTACT? <input type="checkbox"/>
ADDRESS:		E-MAIL:	
CITY:		STATE:	ZIP CODE:
PHONE :	MOBILE:		FAX:
PROJECT NAME (To be assigned by Staff):			
PROJECT LOCATION (Street Address or General Location):			
ZONING:		COMPREHENSIVE PLAN LAND USE DESIGNATION:	
TOTAL VACATION ACREAGE/SIZE:		NO. OF PROPERTY OWNERS ABUTTING PUBLIC WAY AND 300' EXTENSION:	
PROPERTY APPRAISAL AMOUNT:		PROPOSED USE:	
<p>A vacation of a public way (right-of-way or public easement) may only be requested by a landowner abutting or adjacent to such public way. The consent of the majority of the property owners of a majority of the land abutting the area proposed to be vacated and extending 300 feet in either direction from the area to be vacated shall be required.</p>			

APPLICANT:

(PRINT NAME)

(SIGNATURE)

(DATE)

LETTER OF AUTHORIZATION

This letter shall serve to notify and verify that I am/we are the legal owner(s) of a property abutting the way being considered under this application, and do hereby authorize the below applicant(s) and representative(s) to file and represent my/our interest in this application.

I am/we are the legal owner(s) of said property; have read this "Letter of Authorization" and know the contents thereof; and so hereby certify (or declare) under penalty of perjury under the laws of the State of Wyoming that the information contained in this application is true and correct.

OWNER(S) OF RECORD: (All owners of record *must* sign; provide extra sheets if necessary.)

(Print Name)	(Signature)	(Date)
(Print Name)	(Signature)	(Date)
(Print Name)	(Signature)	(Date)
(Print Name)	(Signature)	(Date)

I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers contained herein and the information herein submitted, are in all respects true and correct. I grant permission to City staff and officials to enter the property to conduct inspections/site visits necessary for the review of the project.

APPLICANT (LLCs, Corporations and Partnerships shall identify a specific applicant.):

(Print Name)	(Signature)	(Date)
(Print Name)	(Signature)	(Date)

APPLICANT'S REPRESENTATIVE:

(Print Name)	(Signature)	(Date)
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The Planning Division designee shall provisionally determine the completeness of an application at the time of submittal to the Planning Division. A formal determination of completeness will be made no later than 21 calendar days after the submittal deadline (please see separate Application Submittal Schedule for deadlines). A determination of completeness shall not constitute a determination of compliance with substantive requirements of this development code.

LETTER OF CONSENT

This letter shall serve to notify and verify that I am/we are the legal owner(s) of property abutting or adjacent to such public way requested for vacation and / or within a 300-foot-extension of such public way requested for vacation. I/we consent to the vacation of such public way. I understand I may withdraw my consent by written letter prior to final consideration of this vacation by the Laramie City Council.

I am/we are the legal owner(s) of said property; have read the foregoing "Letter of Consent" and know the contents thereof; and so hereby certify (or declare) under penalty of perjury under the laws of the State of Wyoming that the information contained in this application is true and correct.

PROPERTY LANDOWNER ABUTTING OR ADJACENT TO SUCH PUBLIC WAY: (Provide extra sheets if necessary.)

1)

_____ Property Address	_____ Property ID Number (Assessor's Office)	
_____ (Print Name)	_____ (Signature)	_____ (Date)

2)

_____ Property Address	_____ Property ID Number (Assessor's Office)	
_____ (Print Name)	_____ (Signature)	_____ (Date)

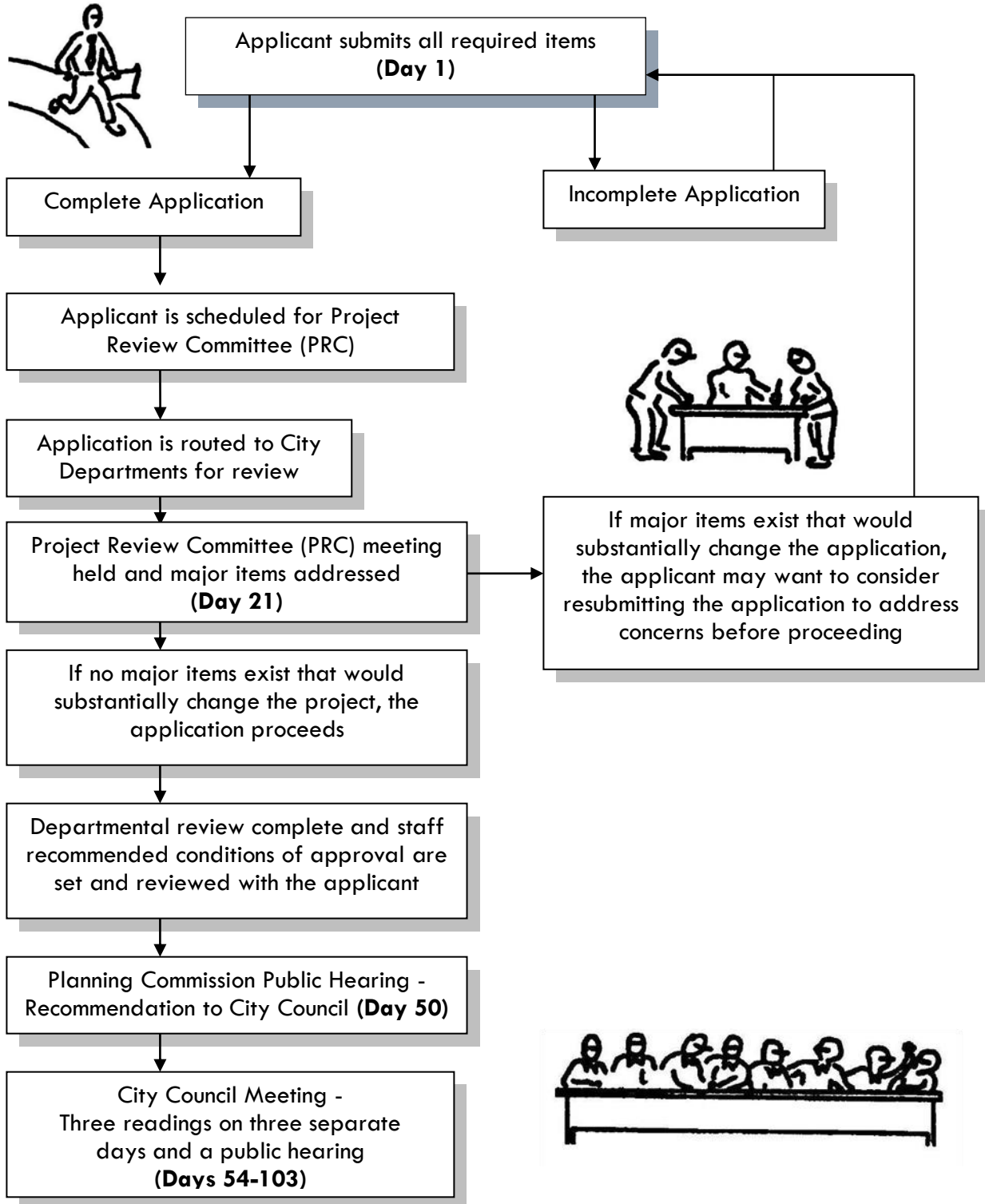
3)

_____ Property Address	_____ Property ID Number (Assessor's Office)	
_____ (Print Name)	_____ (Signature)	_____ (Date)

4)

_____ Property Address	_____ Property ID Number (Assessor's Office)	
_____ (Print Name)	_____ (Signature)	_____ (Date)

What is the Vacation of Public Way Process?



Note: All timelines noted above are estimations.

HOW TO SUBMIT AN APPLICATION (LMC 15.06.030)

1. The abutting owner, or agent authorized in writing by the owner, is required to file an application with the City of Laramie Planning Division, 405 East Grand Avenue, Laramie, WY 82070.
2. **An appointment is required for filing of all applications.** An appointment may be set up by calling 307-721-5207. It is recommended that application appointments be made at least one day prior to the close of the applicable review period. Please allow 30 minutes for the application filing appointment.
3. What will happen during the Application Filing appointment
 - a. The applicant will pay applicable application fee. (Council Resolution 2016-41)

REQUIRED FOR SUBMITTAL

The following documents are to be submitted at the time of filing:

1. **Application Form.** (LMC 15.06.030) Pages 1 and 2 of this form, including all requested information and signatures.
2. **Cover Letter.** (LMC 15.06.030) A cover letter detailing the proposal and its purpose, and identifying any related applications, either current or previous, filed with the City of Laramie or Albany County.
3. **Vicinity Map.** A vicinity map, showing the subject property(s) and relationship to the nearby area.
4. **Proof of Ownership.** (LMC 15.06.030.B.3) A copy of Title Certificate, Title Guarantee, or Warranty Deed. The abutting owner(s) of record (as identified by the County Assessor) who are requesting vacation shall sign the application.
5. **Letter of Consent.** (LMC 15.06.060.W.2) In order for any vacation action to be approved, the consent of the majority of the property owners of a majority of the land abutting the area proposed to be vacated and extending 300 feet in either direction from the area to be vacated shall be required. Staff will provide a list of such owners on request.
6. **Completed Checklist.** (LMC 15.06.030) A completed application-specific submittal checklist (last page), indicating that the required items are included.
7. **Traffic Impact Analysis.** (LMC 15.14.060.C) A Traffic Impact Analysis (TIA) may be required for a vacation of public way application. TIAs require a scoping meeting PRIOR to application. Please contact staff prior to application filing to determine if a TIA is required and to determine scope of the study.
8. **Appraisal of property to be vacated.** (LMC 15.06.060.W.3.ii) A current appraisal of the fair market value of the land to be vacated, by a state certified and licensed appraiser, to be used in arriving at the determination of the value to be paid by the petitioner in compensation for the vacation of the properties. Unless exempt, pursuant to LMC 15.06.060.W.4.a.
9. **Approval Letter from Franchise Utilities.** (LMC 15.06.060.W.3.i) Written comments from all appropriate utilities and other public entities affected by the proposed vacation (e.g., cable television, natural gas utility, etc.)
10. **Digital Copies.** As a part of a complete application, digital copies of all materials are required. Digital submission should be in PDF format on any digital media device (CD, USB drive, etc.) or sent to the Planning Division via email **prior to or at the same time** as the submittal appointment.

VACATION OF PUBLIC WAY SUBMITTAL CHECKLIST:
(see "Required for Submittal" section for detailed information)

		Staff Use Only			
		Provided and acceptable	Provided but incomplete	Not Provided	Does Not Apply
Submittal Requirements	Quantity/Cost				
1) Complete Application	1 copy				
2) Application Fee	<input type="checkbox"/> Public Easement or ROW \$765.00 <input type="checkbox"/> Subdivision w/out Re-plat \$200.00 <input type="checkbox"/> Subdivision w/ Re-plat \$0.00				
3) Sign Fee (one or more signs may be required as determined by staff)	\$10.00 (per sign)				
4) Letter(s) of Consent	1 copy				
5) Full Size Drawings	1 copy				
6) Reduced-size Drawings (11" x 17")	1 copy				
7) Legal Description	1 copy				
8) Appraisal of Property to be Vacated	1 copy				
9) Franchise Utility Approval – Cable Television	1 copy				
10) Franchise Utility Approval – Electric Power	1 copy				
11) Franchise Utility Approval – Telephone Service	1 copy				
12) Franchise Utility Approval – Natural Gas Utility	1 copy				
13) All Application Materials (Digital)	1 copy				

Other items: