

ROW/Public Easement Vacation Submittal Checklist

Description: *Vacation of right-of-way or other public easement is the process by which the city (public) releases ownership or right to use property, and conveys that ownership or right to private property owners.*

A vacation application can be found at sheridanwy.viewpointcloud.com/

Submittal Items:

- An executed (signed and notarized) petition requesting vacation.
- A \$150 application review fee
- List of all impacted parties (including public and private utilities) in electronic format for notification purposes. Staff will notify impacted parties twice, with the first notice at least 30 days prior to any proposed hearing or administrative action.
- For initial review, a vacation exhibit prepared by a licensed surveyor showing the following information:
 1. A written legal description
 2. Boundaries of the area to be vacated, drawn to scale, and showing all bearings and distances.
 3. Courthouse recording information for the plat or instrument that established the ROW or public easement.
 4. Existing structures on property impacted by the easement or abutting the ROW to be vacated.
 5. Title, scale, scale bar, north arrow, name and address of petitioners, name and address of preparer along with surveyor's signature and seal (licensed within the State of Wyoming)
- An additional 3 copies of the petition and exhibit for Planning Commission packets.
- Evidence by deed or other staff approved documentation, that the applicant is the record owner of the property with the easement or an adjacent owner of the ROW to be vacated.
- Evidence that all impacted parties (including public and private utilities) have been notified twice in writing via certified mail, with the first notice being at least 30 days prior to any proposed hearing.
- Other documents that may be determined as part of the pre-application meeting, or staff review.

Post Approval/Plat Filing Items:

- Final copy of vacation exhibit
- \$75 Filing fee + \$2 per square foot of ROW vacated.

PETITION FOR RIGHT-OF-WAY VACATION

TO THE CITY COUNCIL OF THE CITY OF SHERIDAN, WYOMING:

Pursuant to the provisions of Sheridan City Code Appendix B§ 205, and applicable state statutes, the undersigned landowner(s) respectfully petition and show the City Council as follows:

1. This is a petition for the vacation of right-of-way within the city limits of Sheridan, Wyoming, having a legal description as follows:

2. _____ are the owners of abutting property who have signed this petition for vacation.

3. A survey of the area sought to be vacated is attached hereto and made a part hereof.

4. The petitioners certify that they represent a majority of the property owners, owning a majority of the property abutting the right-of-way to be vacated.

5. Petitioners hereby request that said lands be vacated for the following reason(s):

Therefore, Petitioners pray said right-or-way be vacated pursuant to and in accordance with the applicable Wyoming Statutes and City Ordinances after proper notice and public hearing.

Dated this _____ day of _____, 20__.

Signed by the Petitioners (attach more sheets as necessary):

STATE OF _____)
) ss
 COUNTY OF _____)

The above and foregoing was subscribed, sworn to, and acknowledged before me this _____ day of _____, 20__.

Notary Public

My Commission Expires:_____