



DENVER
THE MILE HIGH CITY

CITY AND COUNTY OF DENVER

DEPARTMENT OF
TRANSPORTATION AND
INFRASTRUCTURE
Engineering Division

DOTI Right-Of-Way Engineering Services

201 W Colfax Ave, Dept 507
Denver, Colorado 80202
720-865-3003

website: <http://www.denvergov.org/DOTIpermits>

email: DOTI.ER@denvergov.org

Street and Alley Vacation Entrance Requirements

Authority:	Denver Charter, Section 2.3.3 <i>Powers and Duties of Department of Transportation and Infrastructure</i> ; and DOTI, Engineering Division, Policy Statement Number Five, <i>Street and Alley Vacations</i> , dated November 15, 2006.
Action:	A Street or Alley Vacation request is processed as set forth below and reviewed by the Executive Director Of DOTI. If the Executive Director decides to proceed, the Executive Director will file a Vacation Ordinance with City Council for approval.
Document Date:	August 3, 2020
Timing:	The time needed to complete a vacation request varies depending on the responses received during the review and notification process. Expect the process to take a minimum of 12 weeks.
Submittal Information:	<p>The Requestor must submit a request to vacate to:</p> <p style="text-align: center;">DOTI Engineering Regulatory & Analytics Dept 201 W Colfax Ave, Department 507 Denver CO 80202-5329 DOTI.ER@denvergov.org (for electronic submittals)</p> <ul style="list-style-type: none"> ➤ It is preferred that all Requests be sent electronically. The following electronic formats are supported: doc, tiff, jpg, and pdf. ➤ The Request shall include: <ol style="list-style-type: none"> 1. <u>Checklist (completed and signed)</u> 2. <u>Application (completed and signed)</u> 3. <u>Site Plan</u> <ul style="list-style-type: none"> • Dimensioned site plan of the area clearly showing the proposed vacation area and its size, with ROW lines. 4. <u>Legal Description</u> <ul style="list-style-type: none"> • Two (2) original legal descriptions and exhibits of the ROW to be vacated, prepared by a Land Surveyor licensed in the State of Colorado. 5. <u>Initial Processing Fee</u> (see fees below).

**Process
Notification:**

- An Operations Coordinator is assigned and all communication will be handled through the Operations Coordinator.
- The Operations Coordinator forwards the Request to the following (Reviewers)but not limited to:
 - Building Department
 - CenturyLink
 - City Council Person
 - City Forester
 - Colorado Department of Transportation (CDOT) *if vacation impacts State Highways.*
 - Comcast
 - Office of Disability Rights
 - Denver Water
 - Development Engineering Services:
 - Project Coordination & Zoning Review
 - Transportation
 - Wastewater
 - Dev and Planning Services
 - Asset Management
 - Fire Department
 - Landmark
 - Metro Wastewater Reclamation District
 - Office of Emergency Management
 - Parks and Recreation
 - DOTI
 - ER Transportation
 - ER Wastewater
 - Policy and Planning
 - ROW Construction Engineering Services
 - Solid Waste (alley vacations only)
 - Street Maintenance
 - Survey
 - Transportation and Mobility
 - CPM Wastewater
 - Regional Transportation District (RTD)
 - Xcel Energy
- The Reviewers have 3 weeks to respond.
- After the initial 3 week review period expires, the Operations Coordinator prepares a Comment Report listing all Reviewer comments and will be sent to the Requestor.

Public Notification:

- The public shall be notified of the Request by the posting of a sign for a period of 20 days.
- The Requestor shall make the signs in accordance with DOTI ROWS ER specifications.
- The Operations Coordinator will provide a map to the customer showing where the signs are to be posted.
- The 20 day sign posting notification commences on the day of posting.
- In addition to posting a sign, the Operations Coordinator will send notification letters to all land owners and Registered Neighborhood Organizations within a 200 foot radius of the proposed vacation area and inform such persons that comments must be received by the Operations Coordinator within the 20 day posting period.
- For an alley vacation request, Solid Waste may respond that the vacation of the alley will require trash pick-up to be moved to the front of adjacent properties. This will be communicated to the adjacent land owners and the Registered Neighborhood Organizations during the notification process in writing.
- The Operations Coordinator will send all comments to the Requestor at the end of the Public Notification period.
- All comments must be addressed by the Requestor before the Request for an Ordinance can proceed, unless otherwise agreed to by the Executive Director of DOTI

<p>Additional Process Information:</p>	<ul style="list-style-type: none"> ➤ The ER Manager will consider Reviewer comments, how those comments can be addressed, and other impacts to affected areas. ➤ If it is determined that improvements are necessary to address the impacts of the Request, those improvements may require a separate review. <ul style="list-style-type: none"> • A Performance Bond may be necessary to cover the cost of any required improvements. The DOTI ROW Construction Inspection Engineer will address all Performance Bond issues. ➤ The Requestor may be required to install signage per the Manual of Uniform Traffic Control Devices (MUTCD) indicating that the vacated street and/or alley is now private. Any unnecessary signage in the vacated area shall be removed per City requirements. ➤ Once all Reviewers' comments, related impacts, and any required improvements have been considered, the Operations Coordinator will process the <u>Ordinance Fee</u> (described below) and make a Request for City Council action. ➤ The City Council portion of the process takes approximately 6 weeks. ➤ The Operations Coordinator will inform the Requestor of the process, estimated schedules, and of any related actions taken by City Council.
<p>Post City Council Process:</p>	<ul style="list-style-type: none"> ➤ Once the Vacation Ordinance is passed by City Council and published via the Clerk and Recorder, the vacation is effective and the land is no longer Public ROW. ➤ Title to the vacated ROW vests pursuant to C.R.S. Section 43-2-300 et seq. The City cannot direct who gets the title to vacated land. ➤ The Operations Coordinator will send the Requestor a copy of the Ordinance. ➤ The Vacation Ordinance is automatically recorded in the Denver County Real Property Records with the Denver Clerk and Recorder.
<p>Fees:</p>	<p>\$ 1,000.00 Initial Processing Fee (<i>non-refundable</i>) \$ 300.00 Legal Description Review Fee (<i>non-refundable</i>) \$ 300.00 Ordinance Fee (<i>non-refundable</i>)</p> <p>Payment Options: Cash, Check, Money Order, Discover, Visa, Master Card, or by using the Over-the-Phone Credit Card Authorization Form</p> <p>Checks or Money Orders must be made payable to <i>Manager of Finance.</i></p>