



## Vacation of Easement Checklist

A Vacation of Easement is the process used to eliminate all or a portion of an easement for utilities, drainage, access, non-access, planting screens or any other easement designated on a plat. The vacation requires the approval of a plat and resolution by City Council including an exhibit identifying the area to be vacated.

### **Required:** Upload .pdf documents

- ☐ **Information:** Be able to answer the following questions:
  - ☐ Location of the proposed easement vacation (address(es) or parcel number(s) assigned by the county): \_\_\_\_\_
  - ☐ Vacation being requested: (select from drop down list)
  - ☐ Number of notifications required: \_\_\_\_\_ - you can leave this blank. City staff verifies (if applicable) the parcels located within 300 feet of the property involved then eliminates duplicates and city owned records from the total.
  - ☐ Current zoning of the property: (select from the drop down list of zoning categories)
  - ☐ County location of the property: (select Pennington or Meade)
  - ☐ Number of acres of the property: \_\_\_\_\_
  - ☐ Is the property located in a flood zone: (select Yes or No) – if you do not know, there is a link to the FEMA flood map service that you can use to answer the question in the application.
  - ☐ Proposed land use: \_\_\_\_\_ - type in what uses you intend to occur on the property.
- ☐ **Letter of Intent** - letter describing the purpose of the request and if applicable the intended zoning, proposed land use(s), and any proposed development or structure demolition or removal.
- ☐ **Vicinity Map** – map of project and surrounding area.
- ☐ **Site Plan** - plan showing existing conditions & proposed site changes. **For Vacations of Planting Screen and Non-access Easements:** site plan must show the locations of the existing and adjacent approach locations, existing easements, spacing and clearance, and street intersections as indicated in the infrastructure design criteria manual.
- ☐ **Plat Document** - document created by a registered land surveyor including both the plat map and all required plat signature blocks. Separate plat documents for each county must be included if applicable.
- ☐ **Vacation Instrument by a Registered Land Surveyor** - document titled "Exhibit A" created by a registered land surveyor including the book and page number of the original document dedicating the right-of-way or granting the easement. This document is included as an exhibit to the related resolution by the City Council.
- ☐ **Drainage Report (For Vacations of Drainage Easement)** - report created by a licensed professional engineer. The report shall determine the impact of the proposed vacation on the existing and future drainage (may be required to include site plan).
- ☐ **Civic Access Account** – login to the on-line system with your existing credentials or register an account with a valid email address and password. Please see the "Applications and Permits" page under the "Planning and Zoning" Department page on our website at [www.boxeldersd.gov](http://www.boxeldersd.gov) to get started.
- ☐ **Application & Notification Fees** – The \$250 application fee and notification fees (if applicable) calculated using the current postal rate for certified letters with return receipts will be verified by staff. An invoice will be emailed to the billing contact on the application. The fees may be paid on-line with a credit card or e-check or at City Hall with the invoice number by cash, check, money order, or credit card.

### **Optional:** Upload .pdf documents

- ☐ **Pre-Application Meeting** – if you have questions you would like answered before applying, login to the on-line system with your existing credentials or register an account with a valid email address and password using the link on the "Applications and Permits" page under the "Planning and Zoning" Department page on our website at [www.boxeldersd.gov](http://www.boxeldersd.gov) and apply for a pre-application meeting.
- ☐ **Landowner's Authorization** – signed letter from the landowner(s) giving permission for a request to be made by another party on their behalf (may be required if applicant is not the landowner or if multiple properties that are not all owned by the same party are involved in the request).
- ☐ **Other Plan Documents** – use this category if there are other materials you want to upload.



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## Vacation of Easement Process

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