



<https://logancounty.colorado.gov>

## VACATION APPLICATION REQUIREMENTS

If an alley, road, street, or other public way is vacated by the Board of County Commissioners, the zoning district adjoining each side, of said public way, shall be extended to the center of such vacation. If a lot line is vacated, the adjoining properties will become one. In the case of a Subdivision Exemption Vacation, the property will be returned back to its original state as previously recorded.\*

This application and required items must be received by the Planning and Zoning Department at least **40 days** prior to the regularly scheduled Planning Commission Hearing. The Planning Commission meets the third Tuesday of each month. **NOTE:** The Applicant, or a Representative, **MUST be present** at the public hearing. If no one is present, the application will be postponed until the next hearing.

1. The following items must be provided with this application.
  - \$100.00 Application Fee (\$20.00 per Vacation of Roads, Allies or Streets)
  - \$13.00 Recording fee- 1 page; \$23.00-2 pages (Separate Check)
  - May have to provide an **18"x 24" or a 24"x 36" survey plat, and an 8.5"x 11" copy**, prepared by a Registered Surveyor in the State of Colorado.
  - A current copy of the deed, to prove ownership.
  - A Certificate of Taxes showing all taxes applicable to such land for years prior to that year have been paid.
2. The Planning and Zoning Department will publish a Notice of the Public Hearing regarding the Vacation request in the Sterling Journal Advocate, **30 days** prior to the hearing. The Applicant will be invoiced directly for the advertisement.
3. The Applicant will be required to post a Notice of Public Hearing Sign on the property, **14 days** prior to the hearing date. \* See Attached Sign Requirements. A photo of the sign must be provided to the Planning and Zoning Department.
4. The Planning and Zoning Department will send written notice of the hearing to adjacent landowners within 500 feet. Failure to mail such notice shall not affect the validity of any hearing.
5. The Applicant is responsible for "Making his or her Case". Visual representations are helpful in the review process. Additional maps, photographs, and other visual aids should be provided when possible.
6. Upon approval of the application by the Planning Commission, the application and Resolution will be presented to the Board of County Commissioners at their next available meeting.
7. Once approved, the application, survey plat (if required), and Resolution will be recorded by the Clerk.
8. The Planning and Zoning Department will provide the applicant with copies of the recorded documents.

\* Refer to Logan County Subdivision Regulations and Zoning Regulations for more details.  
A Pre-Application conference with the Logan County Planner is requested.

**LOGAN COUNTY VACATION APPLICATION**  
BOARD OF COUNTY COMMISSIONERS

**Date:** \_\_\_\_\_

**Applicant:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Type of Vacation:**

- |   |  |
|---|--|
| <input type="checkbox"/> Alley          | <input type="checkbox"/> Subdivision Exemption |
| <input type="checkbox"/> Platted Street | <input type="checkbox"/> Subdivision           |
| <input type="checkbox"/> County Road    |  |

**Location of Vacation:**

Legal: Quarter \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_ Address \_\_\_\_\_

**Description of Vacation:**

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**Reason for Vacation:**

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**PETITION FOR VACATION**  
BOARD OF COUNTY COMMISSIONERS

**Applicant:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Landowner:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Landowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Landowner:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Landowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Landowner:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Landowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Landowner:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Landowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Landowner:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Landowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Landowner:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Landowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**LOGAN COUNTY VACATION APPLICATION  
COUNTY USE ONLY**

Application Fee: (\$100.00) Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Recording Fee: \$13.00 (1 Page) **OR** \$23.00 (2 Pages) - (Separate Check) Date / Receipt #: \_\_\_\_\_

Date of Planning Commission: \_\_\_\_\_

Recommendation of Planning Commission: \_\_\_\_\_ Approval \_\_\_\_\_ Denial

**Recommended Conditions of the Vacation:**

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Chairperson, Planning Commission

**COUNTY COMMISSIONERS ACTION:**

**Conditions of Vacation:**

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Date Granted: \_\_\_\_\_

Date Denied: \_\_\_\_\_

\_\_\_\_\_  
Mike Brownell (Aye) (Nay)

\_\_\_\_\_  
James T. Yahn (Aye) (Nay)

\_\_\_\_\_  
Jerry A. Sonnenberg (Aye) (Nay)

# **LOGAN COUNTY VACATION APPLICATION SIGN REQUIREMENTS**

A sign must be posted when applying for any Land Use Application which involves a public hearing. The purpose of this requirement is to notify the public of the date, time and place of the Public Hearing and to inform the public of the Type of Land Use Application.

Sign requirements are as follows:

- The sign must be posted at least **14 days** before the Public Hearing date.
- The sign must be posted on a board such as plywood. The board must be **at least 3'x4'** and must be sturdy.
- The sign must be **4 feet above the natural grade** of the ground.
- The lettering must be at least **2 inches** in size.
- The sign must be posted in a conspicuous location on the property in question. **The sign must be visible from the public road.**
- The Applicant must provide the Planning Department with a **photograph of the sign** at the location where it is displayed.
- The photo of the sign can be emailed to: [quintr@logancountyco.gov](mailto:quintr@logancountyco.gov)

## **SAMPLE OF THE SIGN**

<b>PUBLIC HEARING LOGAN COUNTY</b>	
<u>PLANNING &amp; ZONING COMMISSION</u>	<u>BOARD OF COUNTY COMMISSIONERS</u>
DATE:	DATE:
TIME:	TIME:
PLACE: LOGAN COUNTY COURTHOUSE 315 MAIN STREET STERLING, CO 80751	
REQUEST: (A VACATION APPLICATION FOR .....)	
YOUR NAME	