



CITY OF GILLETTE

Development Services
Planning Division
201 E. 5th Street • Gillette, Wyoming 82716
Phone 307.686.5281
www.gillettewy.gov

Easement or Right-of-Way Vacate Request

This application is for a request to vacate an easement, alley, or other right-of-way. All requests shall be made by all property owners of the property. The accompanying checklist is to be used by the applicant to ensure the application is correct and complete upon submittal. All supporting documentation is required at the time of submittal.

Please complete the application and address all items. If something is not applicable, check the N/A box and include any necessary explanation on a separate sheet. This checklist is required with the submittal. The checklist serves only as a guide and the details of the requirements are contained within the City of Gillette Subdivision Regulations, Design Standards, and other city regulations.

All applications are required to be submitted through the city's ePlans system. Please submit all supplemental information along with one (1) 24"x36" and one (1) 11"x17" paper copy of the plat to the Planning Division prior to the submittal deadline. After submittal, you will receive an email inviting you to upload the plat into ePlans.

Should you have questions, please contact the Planning Division at (307) 686-5281.

Vacate Request Application:

Owner:

Name _____

Address _____

City _____ State _____ Zip _____

Phone number _____

Email address _____

Agent:

Name _____

Company _____

Address _____

City _____ State _____ Zip _____

Phone number _____

Email address _____

Engineer:

Name _____

Company _____

Address _____

City _____ State _____ Zip _____

Phone number _____

Email address _____

Surveyor:

Name _____

Company _____

Address _____

City _____ State _____ Zip _____

Phone number _____

Email address _____

Narrative explanation of the vacate request and reason(s):

Vacate Request Checklist:

1. Vacate Requirements

INCLUDED N/A

- a. Total amount of vacate request review fee - \$340.00
- b. Excel document (.xls/.xlsx) of surrounding property owner mailing list within 140 ft. from all boundaries not including rights-of-way or alleys
- c. Utility locate information
- d. One (1) 24" x 36" and one (1) 11"x17" paper copy of the plat. Plat shall be prepared by a licensed Wyoming engineer, surveyor, or architect
- e. Evidence of property ownership
- f. Map uploaded into ePlans (after initial submittal)

This form has been completed under my supervision, and the vacate request submittal is complete in conformance with the City of Gillette Subdivision Regulations and Design Standards. I understand that an incomplete submittal cannot be reviewed.

Signature of Applicant or Agent

Date