



Town of New Castle Administration Department

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**CHECKLIST
RIGHT-OF-WAY VACATION**

Authority: Colorado Revised Statutes §43-2-303(1)(a)

This is a helpful checklist and is not necessarily all inclusive for all Municipal Code requirements. It is still your responsibility to read and comply with all code requirements.

Signature _____ Date _____

The following items must be submitted to the Town Clerk:

- Development Application
- Proof of legal ownership of all property involved
- A survey or copy of the existing plat showing what the applicant wants to be vacated
- A letter stating the applicant's request. The letter must include an explanation of why nobody would be denied access to his or her property by the vacation.