

## REQUIREMENTS FOR VACATION APPLICATIONS

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.\*

1. A Vacation application must be submitted to the Department of Planning & Zoning at least 40 days prior to the regularly scheduled Planning Commission meeting. The Planning Commission meets the third Tuesday of each month. **NOTE: The Applicant, or a Representative, MUST be present at the Public hearing and the County Commissioner's meeting. If no one is present, the request will be postponed until the next meeting!**
2. For Subdivision Exemption vacations, a fee of **\$100.00** is due when the Application is filed. There is also a **\$13 or \$23** filing fee (Separate Check) for the Clerk to record the plat.
3. The Applicant may have to provide an **18"x24" or a 24"x36" survey plat and an 8.5"x11" copy**, prepared by a Registered Surveyor in the State of Colorado. If the Board of County Commissioners grants an approval, the survey plat and Resolution will be recorded in the County Clerk's Office.
4. The applicant must provide a copy of the **deed** for the parcel.
5. The Applicant must provide a **Certificate of Taxes** from the County Treasurer, or proof of payment showing all taxes applicable to such subdivided land for years prior to that year in which approval is granted have been paid.
6. 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 regulations).
7. The Planning & 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.**
8. The Planning & Zoning Department will send written notice of the hearing regarding the exemption request to the adjacent landowners. Failure to mail such notice shall not affect the validity of any hearing or determination of the Board of County Commissioners.
9. The Applicant is responsible for "**Making his or her Case**". It is not the responsibility of the Logan County Planning and Zoning Department. Visual representations are very helpful in the review process. Additional maps, photographs, and other visual aids should be provided whenever possible.

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

**Logan County Planning & Zoning  
315 Main Street  
Sterling, Colorado 80751  
(970) 522-7879**

**LOGAN COUNTY VACATION APPLICATION**  
**BOARD OF COUNTY COMMISSIONERS**  
**DEPARTMENT OF PLANNING & ZONING**  
**315 MAIN STREET, STERLING, CO 80751**  
**(970) 522-7879**

**Type of Vacation:**

- Alley
- Platted Street
- County Road
- Subdivision Exemption
- Subdivision

**Location of Vacation:**

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

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

Description of Vacation:

Reason for Vacation:

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

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

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

**PETITION FOR VACATION**

**TO: THE BOARD OF COUNTY COMMISSIONERS  
LOGAN COUNTY, COLORADO**

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: \_\_\_\_\_

**FOR COUNTY USE**

Application Fee: One Hundred Dollars (\$100.00)

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

Recommendation of Planning Commission: \_\_\_\_\_Approval \_\_\_\_\_Denial

Recommended Conditions of Subdivision Exemption: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chairperson, Planning Commission

**COUNTY COMMISSIONERS ACTION:**

Conditions of Subdivision Exemption: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

\_\_\_\_\_  
Jane E. Bauder (Aye) (Nay)

\_\_\_\_\_  
Joseph A. McBride (Aye) (Nay)

\_\_\_\_\_  
Byron H. Pelton (Aye) (Nay)

## APPENDIX D

### SIGN REGULATIONS

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.

The sign regulations 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.

### SAMPLE OF THE SIGN

PUBLIC HEARING  
LOGAN COUNTY PLANNING COMMISSION

DATE:

TIME:

PLACE: LOGAN COUNTY COURT HOUSE  
315 MAIN STREET  
STERLING, CO 80751

REQUEST: (IE. CONDITIONAL USE PERMIT or a SPECIAL USE PERMIT or a  
SUBDIVISION EXEMPTION or a PRELIMINARY SUBDIVISION  
APPLICATION FOR A.....)

Your Name