



**Initial Review Submittal Requirements:**

Staff will complete this portion of the application form prior to initial review. The applicant(s) is responsible for providing the required information for the initial review.

- Completed application form
- Fee(s): *Make checks payable to Jefferson County Treasurer*
  - Application fee
  - Referral agency fee
- Outside agency referral fee
- Cover letter that provides a brief explanation of the proposal
- Graphic showing the right-of-way areas proposed for vacation
- Survey (which may include boundary staking in the field)
- Legal description
- Boundary closure sheet
- Construction plans
- Exhibit A
- Traffic information:
  - Traffic analysis
  - Traffic study (Minor)
  - Traffic study (Major)
- Deeds / Easements / Agreements:

- Phase III Drainage report
- Geologic and Geotechnical report
- Landscape plan
- Vegetation preservation plans
- Property mergers

 See Section 4 of the Land Development Regulation for submittal requirements and Section 13 for processing requirements