



CITY OF GILLETTE

Development Services
Planning Division
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Easement or Right-of-Way Vacate Checklist

1. Vacate Requirements

- 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. Two (2) 24" x 36" paper copies of the plat. Plat shall be prepared by a licensed Wyoming engineer, surveyor, or architect
- e. Evidence of property ownership
- f. Map and all required documents uploaded into Energov