



Request for Vacation of Lot Line(s)

Note: This process is appropriate ONLY when there are no easements of record along the lot line(s) to be vacated. It will only vacate the Lot Line NOT the easement along the lot line and you will not be able to build where the lot line was located or the easement still remaining. If you would like to vacate both then you will need the Alternate Summary Re-Plat Procedure.

Purpose: To combine adjacent lots owned by one owner into a larger lot

1. Property owner submits to the City Planning and Zoning Commission:

- a. Completed Request for Vacation of Lot Line (page 2 of this form)
- b. Completed General Land Use Application
- c. Copy of Subdivision Plat
- d. Survey signed by a licensed NM Surveyor.
- e. Proof of Ownership

2. Planning and Zoning Department reviews submittal. Applications that are incomplete or irregular may be forwarded to the Planning and Zoning Commission for approval at their next regular meeting. Denials by the Planning and Zoning Commission may be appealed to City Council.

3. If approved, a signed affidavit will be submitted to the County Clerk's office to file. The lot line is not official until recorded affidavit is submitted back to the City.

4. Full disclosure that must be signed:

- LOT LINE VACATION IS IRREVERSIBLE AND CANNOT BE SPLIT BACK IN THE FUTURE
- ANY EASEMENTS ON LOT LINE VACATED IS NOT VACATED UNLESS FULL REPLAT IS COMPLETED.
- ANY MORTGAGE ON ONE OR THE OTHER LOTS MUST CONCUR WITH THE LOT LINE VACATION
- TITLE INSURANCE, MORTGAGE REQUIREMENTS MAY REQUIRE FULL SURVEY IN THE FUTURE
- TO CONFIRM THE AFFIDAVIT IS FILED, THE CITY WILL REQUIRE FULL FILING FEE

Applicant has read and understands the disclosures described to them above:

Property Owner / Applicant



Request for Vacation of Lot Line(s)

Note: This process is appropriate ONLY when there are no easements of record along the lot line(s) to be vacated. It will only vacate the Lot Line NOT the easement along the lot line and you will not be able to build where the lot line was located or the easement still remaining. If you would like to vacate both then you will need the Alternate Summary Re-Plat Procedure.

Property Owner's Name(s): _____

Mailing Address: _____

Phone Number: _____

Subdivision: _____ Unit: _____ Block: _____ Lots: _____

Physical Address (Street Address): _____

_____ Attached is a Subdivision Plat Map with the lots in question highlighted.

_____ Attached is a Survey signed by a licensed NM Surveyor. (If available)

_____ Attached Proof of Ownership (Free and clear title)

- Warranty Deed will serve as proof of ownership.

Must attach a Tax Certificate from the County Assessor for all taxes being paid

I (we) the undersigned owners of the property described below request that the common lot line(s) be vacated so that the adjacent lots become combined into one lot. There are no easements of record along the lot lines(s) that we are requesting to be vacated. I have read and understand the disclosures the City provided.

Signature of first applicant

Signature of co-applicant

Date Signed

Date Signed

Planning and Zoning Recommendation:

_____ Approved

_____ Approved with Stipulations: _____

_____ Denied

Date: _____ P & Z Chairman or designee: _____