



Abandonment Submittal Instructions

All Documents **MUST** be submitted:

- in a 8 ½” x 11” Three Ring Binder
- file using the below tabs/dividers
- full Size (24 x 36) plans are **NOT to be hole-punched or in binder**
- 8 ½” x 11” elevations, site plans, etc. (see application checklist) need to be filed under Graphics
- 11” x 17” elevations, site plans, etc. (see application checklist) need to be folded and filed in back of binder

Not all information listed on this sheet is required at time of submittal, see application checklist for required items needed at time of submittal. Call 480-312-7000 to pick-up submittal tabs or use your own tabs using the below tabs as reference. Tabs to include:

Graphics Legal Correspondence Citizen Review Application Miscellaneous Mailings

GRAPHICS (8.5 x 11, 11 x17s hole-punch and file under graphics, 24 x36 are NOT to be hole-punched)

Existing Conditions Photo Exhibit And Index Of Photos

Provide A Combined Context Aerial And Context Site Plan

- Full size -1 color copy, **FOLDED**
- 8-1/2” x 11” – 1 color copy

Site Plan/ Survey That Identity or Include:

- Full size- 24”x 36”, **FOLDED**
- 11x17 and 8-1/2” x 11”

Location Map

- 8-1/2” x 11” -1 copy

LEGAL

Letter of Authorization

Current Title Insurance Policy or Commitment to Title Insurance

- 8-1/2” x 11” -1 copy
- Include Schedule A and Schedule B

Copy of the Original Recorded Document to Be Abandoned

Legal Description And Graphic Of Areas To Be Abandoned

Completed Required Dedication Forms And Applicable Consent Forms

If A GLO Roadway Easement, Execute Form(s) Attached

CORRESPONDENCE

Letters of Response From Utility Companies

CITIZEN REVIEW

Neighborhood Involvement Packet

APPLICATION

Abandonment Checklist

Completed Project Application Form

Completed Project Narrative Form

Records Packet