



Real Property Instructions for Quit Claim Deeds for Public Right of Way

These instructions should be reviewed *before* completing the Real Property Application. Separate Applications are not required for quit claims of public right of way.

Quit Claim Deeds are limited to any portion of public rights of way established or acquired prior to 1994 abutting a new project. Quit Claim Deeds shall be in a form acceptable to the Town and will be recorded by the Town upon processing and approval.

Requirements

Presubmittal meetings, Application Fees and Title Commitments are not required for Quit Claim applications. If the applicant does not have a complete application and all supporting documents, the application will be returned. (On the completed Application, please have both the Vested Owner and Designated Rep sign.)

When completing the Real Property Application, check the box for *Miscellaneous Real Property Requests*.

In the *Specific Action section*, identify by name the abutting public rights of way being quit claimed. In the *Proposed Use section*, identify as “existing public rights-of-way for continued public use” and identify any Road Proceeding, Road Map, Map/Plat, Docket & Page or Sequence Number that apply to the particular roadway(s).

Please submit the following documents:

1. 1/2 size set or (11 x17) of Final Plat, Development Plans or other applicable plan set.
2. Copy of an executed, notarized Signature Block of the Vested Owner of the abutting property requesting the quit claim.

Upon complete submittal, Real Property will process the quit claim, distribute for approval internally; upon approval, the property owner will receive the document for date, signature and notarization. The Town will record the quit claim deed at no cost to the property owner. We will provide a copy of the deed after recorder imaging is available.

All Real Property documents must be submitted and executed for recordation *prior to* Final Plat or Development Plan approvals.