

# Easement Relinquishment Application Requirements

<b>Authority:</b>	Under the authority of the City and County of Denver (City, Denver, or CCD) Charter, Sections 2.3.3 and 3.2.6. The Department of Transportation & Infrastructure (DOTI), Division of Right-of-Way Services (ROWS), Engineering & Regulatory section (ER) is the assigned City and County of Denver authority to administer and regulate the Easement Relinquishment process.
<b>Purpose:</b>	The purpose of this document is to provide guidance and procedures to applicants who request the relinquishment of an easement held by the City and County of Denver. An easement held by the City is a nonpossessory property interest granted to the City and County of Denver for a specified use, such as public access or utilities. If it is determined there is no longer a need for an easement, an Easement Relinquishment may be processed to terminate the easement and release the rights granted to the City and County of Denver. Easement Relinquishments are only executed by City Council Ordinance. This document identifies the process, associated fees, guidelines, and requirements for application submittals.
<b>Document Date:</b>	January 1, 2024
<b>Application Contact:</b>	<p><b>DOTI ROWS Engineering &amp; Regulatory</b>  Webpage: <a href="http://www.denvergov.org/ROWPlanReview">www.denvergov.org/ROWPlanReview</a>  Email: <a href="mailto:DOTI.ER@denvergov.org">DOTI.ER@denvergov.org</a>  Phone: (720) 865-3003</p>
<b>Application Submittal Requirements:</b>	<p>The property owner or their representative must submit the following application materials by email to <a href="mailto:DOTI.ER@denvergov.org">DOTI.ER@denvergov.org</a>.</p> <p><b>The application submittal must include the following:</b></p> <ol style="list-style-type: none"> <li>1. <b>Easement Relinquishment Application</b> (completed and signed) <ol style="list-style-type: none"> <li>a. An easement can be relinquished in its entirety or partially</li> <li>b. An easement relinquishment cannot proceed if there are utilities in the relinquishment area that are still utilizing the subject easement</li> </ol> </li> <li>2. <b>Easement Relinquishment Submittal Checklist</b> (completed and signed)</li> <li>3. <b>Site plan</b> <ol style="list-style-type: none"> <li>a. Clearly define and label easement and easement relinquishment area(s).</li> <li>b. Label: relinquishment area(s) in square feet, ordinance/recording references, street names, property addresses, north arrow.</li> <li>c. If application includes more than one easement to be relinquished, color code easement areas and provide legend.</li> <li>d. Show all existing improvements in easements.</li> <li>e. <u>Show all existing utilities</u> in easements and identify utility owner and utility status (e.g. to-be abandoned or to-be relocated).</li> </ol> </li> <li>4. <b>Copy of all applicable originating easement documents</b> to be relinquished, or partially relinquished.</li> <li>5. <u>If relinquishing a portion</u> of an easement, <b>land description for the portion of easement to be relinquished</b> prepared by a Professional Land Surveyor licensed in the State of Colorado and in accordance with <a href="#">Survey Land Description Requirements</a>.</li> </ol>

City and County of Denver Department of Transportation & Infrastructure  
Right of Way Services | Engineering & Regulatory  
201 W. Colfax Ave, Dept. 507 | Denver, CO 80202  
[www.denvergov.org/ROWPlanReview](http://www.denvergov.org/ROWPlanReview)  
[DOTI.ER@denvergov.org](mailto:DOTI.ER@denvergov.org)  
(720) 865-3003

## Easement Relinquishment Process:

Easement Relinquishment applications are processed by Engineering & Regulatory (ER) on behalf of the Executive Director of DOTI. **This process also applies to City-initiated Easement Relinquishments.**

**Applicants are encouraged to work directly with existing utility owners as soon as possible, preferably before applying for an Easement Relinquishment, to satisfy the utility company's requirements in a timely manner to expedite Easement Relinquishment process time.** It is frequently observed that Easement Relinquishment Applications do not progress as quickly as applicants expect because existing utilities are in the easement relinquishment area and the applicant has not yet relocated, abandoned, or otherwise satisfied the utility owner's requirements for easement relinquishment approval.

### Typical process for review and approval:

1. Applicant submits a completed application package to [DOTI.ER@denvergov.org](mailto:DOTI.ER@denvergov.org).
2. ER confirms the application materials have minimum information to send out for review.
  - a. ER will contact the applicant at any point in the process if additional or missing information is required.
3. ER distributes the application package to City departments, agencies, and utility companies for review. Review period = 3 weeks. Reviewers may include, and are not limited to:
  - a. City Division of Real Estate
  - b. City Forester
  - c. City Office of Emergency Management
  - d. City Councilperson
  - e. City Fire Department
  - f. City Development Services Project Coordinator
  - g. City Office of Telecommunications
  - h. City Department of Parks and Recreation
  - i. City Landmark
  - j. DOTI Development Engineering Services Transportation
  - k. DOTI Development Engineering Services Wastewater
  - l. DOTI ER Transportation
  - m. DOTI ER Wastewater
  - n. DOTI ROW Construction Engineering
  - o. DOTI Policy and Planning
  - p. DOTI Signing and Striping
  - q. DOTI Survey
  - r. DOTI Bridges
  - s. Denver Water
  - t. Metro Water Recovery
  - u. CenturyLink/Lumens
  - v. Xcel Energy
  - w. Regional Transportation District (RTD)
  - x. Comcast Corporation
  - y. CDOT
4. ER will provide the applicant an invoice for the application fees and the applicant must pay the invoice in-full via online or in-person.

**Easement Relinquishment Process Continued:**

5. After the review period concludes and all invoiced fees are paid, ER will compile and send a Comment Report to the applicant.
6. The applicant must work directly with reviewers to resolve all reviewer comments and review statuses of “Approved with Conditions” or “Denied”. Reviewers must change their review status in the City system to “Approved” to be considered resolved. ER does not accept “Approved” statuses via email or phone.
7. After all comments, conditions, and denials are resolved, ER will determine whether the application may proceed to City Council process.
  - a. If determined the application may not proceed, ER will notify the applicant the application is denied and cannot proceed as submitted.
8. If determined the application may proceed, ER will provide the applicant an invoice for Ordinance fees and the applicant must pay the invoice in-full via online or in-person to continue the process.
9. ER will prepare the Ordinance Request for Easement Relinquishment in accordance with the application and submit to City Council process for City Council action.
10. ER will update the applicant on project status with estimated schedule.
11. ER will update the applicant of final action taken by City Council and provide a copy of applicable documentation for the applicant’s records. This will conclude the Easement Relinquishment process.

**Application Fees:**

Easement Relinquishment Application Fees are subject to change by authority of the Executive Director of DOTI.

**Easement Relinquishment Application Fees:**

- \$1,000.00 Initial Processing Fee per Easement Relinquishment Application
- \$500.00 Survey Land Description Review Fee
- \$300.00 Ordinance Fee

**All paid fees are non-refundable.** The Initial Processing and Survey Land Description Review Fees must be paid prior to release of the comment report. The Ordinance Fee must be paid prior to preparing and submitting the Ordinance Request to City Council.

**Payment Methods:**

Do not pay fees without an invoice. Prior to making a payment, ER must login the application and email an invoice to the applicant. Paid fees are not refundable.

**Online via E-Permits:**

Submit payments online at <https://www.denvergov.org/AccelaCitizenAccess/Login.aspx>. You must first set-up account prior to submitting payment.

**In-person:**

To submit payments in-person, visit the Wellington Webb Building at 201 W. Colfax Ave., 2nd Floor Cashier, Denver, CO 80202 during business hours. Phone: 720-865-2780

Accepted Payment Methods: Cash, Check, Money Order, Discover, Master Card, and Visa  
**Make Checks or Money Orders payable to: Manager of Finance**