



APPLICATION SUBMITTAL CHECKLIST

FOR CITY & COUNTY OF DENVER EASEMENT RELINQUISHMENT

Any Easement Relinquishment Application submittal not meeting all minimum checklist criteria herein shall be rejected as incomplete. Download and fill-out this checklist and submit along with the Application and supporting documentation to DOTI.ER@denvergov.org.

1. Easement Relinquishment Application

Easement Relinquishment Application completed and signed by property owner or a vested party

2. Copy of Easements to be Relinquished

- Original holding document(s) of easement(s) to be relinquished, e.g. Ordinance, PNEE, Subdivision plat, etc.
- Clerk and Recorder's Book and Page and/or Recordation Number(s)

3. Land Descriptions (*select one*)

- Not applicable for Easements relinquished in their entirety
- Land description(s) prepared by a Professional Land Surveyor licensed in the State of Colorado for the portion of easement to be relinquished prepared in accordance with [DOTI Survey Land Description Requirements](#)
 - PDF format stamped and signed by Professional Land Surveyor
 - Text only in Microsoft Word format

4. Site Plan

ACCURATELY, LABELED ENGINEERED DRAWINGS TO INCLUDE THE FOLLOWING:

- Numerical and Bar Scale (scale no smaller than 1:40)
- North Arrow
- Legend
- Plan date and revision number, if applicable
- Easement in its entirety
- Portion of easement to be relinquished
- Newly proposed easements to be granted, if applicable
- Property lines,
- Right-of-way lines
- Label property addresses and street names
- Existing improvements within easement
- Proposed improvements in easement relinquishment area
- All existing, abandoned, and relocated utilities
- Aerial imagery can be used, but does not replace the required accurately engineered drawings

5. Fees

EASEMENT RELINQUISHMENT FEES MUST BE PAID IMMEDIATELY AFTER ER PROVIDES AN INVOICE

- Initial Processing Fee = \$1,000.00 (non-refundable)
- Survey Land Description Review Fee = \$500 (non-refundable)
- Ordinance Fee = \$300 (non-refundable)

Property Owner or Authorized Application Representative:

By signing below, I certify that all above information has been incorporated in our application submittal.

SIGNATURE: _____ DATE: _____
PRINT NAME: _____ PHONE: _____
EMAIL: _____ COMPANY: _____

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
DOTI.ER@denvergov.org
(720) 865-3003



APPLICATION

FOR CITY & COUNTY OF DENVER EASEMENT RELINQUISHMENT

To apply for an Ordinance to Relinquish an Easement held by the City and County of Denver, complete this application and submit together with the Submittal Checklist and required application materials in accordance with the [Easement Relinquishment Application Requirements](#) to DOTI.ER@denvergov.org. Please type or print clearly. If necessary, attach additional sheets to fully answer any of the following sections. Incomplete applications packages will not be accepted. Questions on this application or this process can be sent to DOTI.ER@denvergov.org.

PROPERTY OWNER:

Company Name: _____
Contact Name: _____
Property Address: _____
Billing Address: _____
Phone: _____ Email: _____

PRIMARY CONTACT: Check if the same as Adjacent Property Owner

Company Name: _____
Contact Name: _____
Address: _____
Phone: _____ Email: _____

PROJECT INFORMATION:

Project Name: _____
Address of Property
Containing Easement: _____

Is this project associated with a LAND DEVELOPMENT REVIEW?

Yes No If 'Yes', provide Project Master, Concept or Site Development Plan Project Numbers:

REASON FOR EASEMENT RELINQUISHMENT:

Describe why you are requesting this relinquishment and why the easement(s) are no longer needed.

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EASEMENT RELINQUISHMENT INFORMATION: Quantity of easements to be relinquished: _____

List all easements to be relinquished:

Original holding document that reserves or grants the easement: *Portion of the easement to be relinquished:*

No.	Clerk & Recorder Recordation No(s).	Ordinance No(s). if applicable	Relinquish in its Entirety:	Partially relinquish as described in attached land description(s):
1			<input type="checkbox"/>	<input type="checkbox"/>
2			<input type="checkbox"/>	<input type="checkbox"/>
3			<input type="checkbox"/>	<input type="checkbox"/>
4			<input type="checkbox"/>	<input type="checkbox"/>
5			<input type="checkbox"/>	<input type="checkbox"/>

Describe the status of the Easement(s):

In the space below, describe each easement status. Include why the easement was originally granted and any additional relevant information

Are there utilities are in the Easement(s)? Yes No

If yes, list each utility and identify utility owner, utility type, and size (e.g. CCD 8-inch Sanitary Sewer); whether it will be removed, relocated, or abandoned in-place; and, expected schedule.

APPLICANT SIGNATURE:

By signing below, I certify that I am the owner or vested party of the real property that is the subject of this Easement Relinquishment application and the information contained herein is accurate and complete:

SIGNATURE: _____ DATE: _____
 PRINT NAME: _____ PHONE: _____
 EMAIL: _____ COMPANY: _____

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