



**DENVER**  
THE MILE HIGH CITY

# CITY AND COUNTY OF DENVER

DEPARTMENT OF PUBLIC WORKS  
**Engineering Division**

PW Right-Of-Way Engineering Services

201 W Colfax Ave, Dept 507 Denver,  
Colorado 80202  
720-865-3003  
<http://www.denvergov.org/PWpermits>  
email: [denver.pwera@denvergov.org](mailto:denver.pwera@denvergov.org)

## Easement Relinquishment Entrance Requirements

<b>Authority:</b>	Denver Charter Sections 2.3.3 and 3.2.6.
<b>Action:</b>	Ordinance for an Easement Relinquishment
<b>Document Date:</b>	March 7, 2017
<b>Purpose of Action:</b>	To relinquish an easement held by the City on a parcel of land.
<b>Easement Relinquishment Request:</b>	<p>The Property Owner or Agent for the Owner (Requestor) may submit a letter requesting an easement relinquishment (Request) to:</p> <p style="text-align: center;"><b>Public Works Engineering Regulatory &amp; Analytics Dept 201 W. Colfax Ave., Department 507 Denver CO 80202-5329</b> <a href="mailto:denver.pwera@denvergov.org">denver.pwera@denvergov.org</a></p> <ul style="list-style-type: none"> <li>➤ Electronic submittals are encouraged. The electronic formats supported are: doc, tif, jpg and pdf.</li> <li>➤ The following information must be included with the Request: <ul style="list-style-type: none"> <li>• The Requestor and the property owner name, address, telephone and fax phone numbers, and e-mail address</li> <li>• A Site Plan.</li> <li>• Two (2) original Legal Descriptions and exhibits of the easement to be relinquished, prepared by a Land Surveyor licensed in the State of Colorado.</li> <li>• A copy of the Easement to be relinquished, including the Clerk and Recorder’s Book and Page or Reception Number.</li> <li>• An explanation of why the Easement Relinquishment is being requested, including the current use of the existing easement.</li> <li>• An explanation of whether or not there are existing utilities in the easement.</li> <li>• If there are existing utilities or uses, an explanation of how those uses will be accommodated and whether existing utilities will be removed or relocated.</li> <li>• The Legal Description Review Fee and the Initial Processing Fee (described below) must be paid upon submission of the Request.</li> </ul> </li> </ul>
<b>Processing Request:</b>	<p>Easement Relinquishments are processed by the Public Works Plans Review Services (PWPRS) on behalf of the Manager of Public Works.</p> <ul style="list-style-type: none"> <li>➤ PWPRS forwards the Request to the following companies, agencies and departments (Reviewers): <ul style="list-style-type: none"> <li>• City Division of Real Estate</li> <li>• City Forester</li> <li>• Comcast Corporation</li> <li>• Appropriate Councilperson</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Denver Water Department</li> <li>• Development Services Project Coordinator</li> <li>• Development Service Transportation</li> <li>• Development Service Wastewater</li> <li>• Fire Department</li> <li>• Metro Wastewater Reclamation District</li> <li>• Office of Telecommunications</li> <li>• City Department of Parks and Recreation</li> <li>• Project Control Office (PCO) ROW Transportation</li> <li>• Project Control Office (PCO) ROW Wastewater</li> <li>• PW: ROW Construction Engineering Services</li> <li>• PW: Policy and Planning</li> <li>• PW Sign-Strip</li> <li>• PW: Survey</li> <li>• PW: CPM-WW</li> <li>• Qwest</li> <li>• Xcel Energy</li> </ul> <ul style="list-style-type: none"> <li>➤ Reviewers have 3 weeks to comment.</li> <li>➤ At the end of the review period, PWPRS will send the Reviewers' Comment to the Requestor.</li> <li>➤ All "Conditional" or "Denied" comments must be addressed by the Requestor, before the Request to Ordinance can proceed, unless otherwise agreed to by the Manager of Public Works.</li> <li>➤ Once all conditions or denials have been resolved, the Manager determines whether or not to proceed with the Easement Relinquishment.</li> <li>➤ If the Manager decides to proceed, the Ordinance Fee (described below) must be paid by the Requestor and PWPRS will process the Request for City Council action.</li> <li>➤ PWPRS shall inform the Requestor of the process and the estimated schedule.</li> <li>➤ PWPRS shall inform the Requestor of any action taken by City Council.</li> </ul>
<b>Electronic Submission:</b>	<p>Submittals are <b><i>encouraged</i></b> to be sent electronically to: <a href="mailto:Denver.pwera@denvergov.org">Denver.pwera@denvergov.org</a>, and must include the following:</p> <ul style="list-style-type: none"> <li>➤ Request</li> <li>➤ Site Plan</li> <li>➤ Legal Description</li> <li>➤ Initial Fees and/or Credit card authorization form</li> </ul> <p>The electronic formats supported are: doc, tif, jpg and pdf.</p>
<b>Fees:</b>	<p>\$1,000.00 Initial Processing Fee  \$ 300.00 Legal Description Review Fee  \$ 300.00 Ordinance Fee</p> <p>Fees are non refundable.  Payment Options: Cash, Check, Money Order, Discover, Mastercard, Visa, or by Credit Card Authorization Form.</p> <p>Check or Money Orders must be made payable to <b><i>Manager of Finance.</i></b></p>