# Easement Relinquishment Entrance Requirements

<table>
<thead>
<tr>
<th>Authority:</th>
<th>Denver Charter Sections 2.3.3 and 3.2.6.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action:</td>
<td>Ordinance for an Easement Relinquishment</td>
</tr>
<tr>
<td>Document Date:</td>
<td>March 7, 2017</td>
</tr>
<tr>
<td>Purpose of Action:</td>
<td>To relinquish an easement held by the City on a parcel of land.</td>
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</tbody>
</table>

### Easement Relinquishment Request:

- The Property Owner or Agent for the Owner (Requestor) may submit a letter requesting an easement relinquishment (Request) to:
  
  **Public Works Engineering Regulatory & Analytics Dept**  
  **201 W. Colfax Ave., Department 507 Denver CO 80202-5329**  
  **denver.pwera@denvergov.org**

- Electronic submittals are encouraged. The electronic formats supported are: doc, tif, jpg and pdf.
- The following information must be included with the Request:
  - The Requestor and the property owner name, address, telephone and fax phone numbers, and e-mail address
  - A Site Plan.
  - Two (2) original Legal Descriptions and exhibits of the easement to be relinquished, prepared by a Land Surveyor licensed in the State of Colorado.
  - A copy of the Easement to be relinquished, including the Clerk and Recorder’s Book and Page or Reception Number.
  - An explanation of why the Easement Relinquishment is being requested, including the current use of the existing easement.
  - An explanation of whether or not there are existing utilities in the easement.
  - 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.
  - The Legal Description Review Fee and the Initial Processing Fee (described below) must be paid upon submission of the Request.

### Processing Request:

Easement Relinquishments are processed by the Public Works Plans Review Services (PWPRS) on behalf of the Manager of Public Works.

- PWPRS forwards the Request to the following companies, agencies and departments (Reviewers):
  - City Division of Real Estate
  - City Forester
  - Comcast Corporation
  - Appropriate Councilperson
• Denver Water Department
• Development Services Project Coordinator
• Development Service Transportation
• Development Service Wastewater
• Fire Department
• Metro Wastewater Reclamation District
• Office of Telecommunications
• City Department of Parks and Recreation
• Project Control Office (PCO) ROW Transportation
• Project Control Office (PCO) ROW Wastewater
• PW: ROW Construction Engineering Services
• PW: Policy and Planning
• PW Sign-Strip
• PW: Survey
• PW: CPM-WW
• Qwest
• Xcel Energy

➢ Reviewers have 3 weeks to comment.
➢ At the end of the review period, PWPRS will send the Reviewers’ Comment to the Requestor.
➢ 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.
➢ Once all conditions or denials have been resolved, the Manager determines whether or not to proceed with the Easement Relinquishment.
➢ 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.
➢ PWPRS shall inform the Requestor of the process and the estimated schedule.
➢ PWPRS shall inform the Requestor of any action taken by City Council.

Electronic Submission: Submittals are **encouraged** to be sent electronically to: *Denver.pwera@denvergov.org*, and must include the following:

➢ Request
➢ Site Plan
➢ Legal Description
➢ Initial Fees and/or Credit card authorization form

The electronic formats supported are: doc, tif, jpg and pdf.

Fees:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,000.00</td>
<td>Initial Processing Fee</td>
</tr>
<tr>
<td>$ 300.00</td>
<td>Legal Description Review Fee</td>
</tr>
<tr>
<td>$ 300.00</td>
<td>Ordinance Fee</td>
</tr>
</tbody>
</table>

Fees are non refundable.
Payment Options: Cash, Check, Money Order, Discover, Mastercard, Visa, or by Credit Card Authorization Form.

Check or Money Orders must be made payable to *Manager of Finance.*