### 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>August 1, 2020</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 Submittal:

- The Property Owner or Agent for the Owner (Requestor) must submit the following information, electronically to:
  
  DOTI Engineering Regulatory  
  201 W. Colfax Ave.,  
  Department 507  
  Denver CO 80202-5329  
  DOTI.ER@denvergov.org

- It is preferred that all requests be send electronically.
  - The electronic formats supported are: doc, tif, jpg and pdf.
- The Request shall include:
  - Checklist (completed and signed)
  - Application (completed and signed)
  - Site Plan
    - Dimensioned site plan of the area clearly showing the proposed relinquished area and its size, with ROW lines.
  - Legal Description
    - Legal descriptions and exhibits of the ROW to be relinquished, prepared by a Land Surveyor licensed in the State of Colorado.
  - Initial Processing Fee (see fees below).

#### Processing Request:

Easement Relinquishments are processed by the DOTI Engineering and Regulatory (ER), on behalf of the Executive Director of DOTI.

- ER forwards the request to the following companies, agencies and departments (Reviewers) but not limited to:
  - City Division of Real Estate
  - City Forester
  - Comcast Corporation
  - Appropriate Councilperson
  - Denver Water Department
  - Development Services Project Coordinator
  - Development Engineering Service Transportation
  - Development Engineering Service Wastewater
  - Fire Department
• Metro Wastewater Reclamation District
• Office of Telecommunications
• City Department of Parks and Recreation
• ER: Transportation
• ER: Wastewater
• DOTI: ROW Construction Engineering Services
• DOTI: Policy and Planning
• DOTI: Sign-Strip
• DOTI: Survey
• DOTI: CPM-WW
• CenturyLink
• Xcel Energy

➢ Reviewers have 3 weeks to comment.
➢ At the end of the review period, ER coordinators will send the Reviewers’ Comment Report 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 Executive Director of DOTI.
➢ 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 ER Coordinators will process the Request for City Council action.
➢ ER Coordinators shall inform the Requestor of the process and the estimated schedule.
➢ ER Coordinators shall inform the Requestor of any action taken by City Council.

**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.