



CITY AND COUNTY OF DENVER

DEPARTMENT OF TRANSPORTATION
AND INFRASTRUCTURE
Engineering Division

DOTI Right-Of-Way Engineering Services

201 W Colfax Ave, Dept 507
Denver, Colorado 80202
720-865-3003

<http://www.denvergov.org/DOTIpermits>
email: DOTI.ER@denvergov.org

Easement Relinquishment Entrance Requirements

Authority:	Denver Charter Sections 2.3.3 and 3.2.6.
Action:	Ordinance for an Easement Relinquishment
Document Date:	August 1, 2020
Purpose of Action:	To relinquish an easement held by the City on a parcel of land.
Easement Relinquishment Request Submittal:	<p>The Property Owner or Agent for the Owner (Requestor) must submit the following information, electronically to:</p> <p style="text-align: center;">DOTI Engineering Regulatory 201 W. Colfax Ave., Department 507 Denver CO 80202-5329 DOTI.ER@denvergov.org</p> <ul style="list-style-type: none"> ➤ It is preferred that all requests be send electronically. <ul style="list-style-type: none"> • The electronic formats supported are: doc, tif, jpg and pdf. ➤ The Request shall include: <ul style="list-style-type: none"> • Checklist (completed and signed) • Application (completed and signed) • Site Plan <ul style="list-style-type: none"> ○ Dimensioned site plan of the area clearly showing the proposed relinquished area and its size, with ROW lines. • Legal Description <ul style="list-style-type: none"> ○ 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:	<p>Easement Relinquishments are processed by the DOTI Engineering and Regulatory (ER), on behalf of the Executive Director of DOTI.</p> <ul style="list-style-type: none"> ➤ ER forwards the request to the following companies, agencies and departments (Reviewers) but not limited to: <ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> ➤ 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.
<p>Fees:</p>	<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 <i>Manager of Finance</i>.</p>