



## Request for Easement Release

Applicant Name: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Owner Name (if different from Applicant): \_\_\_\_\_

Address where easement of interest is located: \_\_\_\_\_

Identify requested release: \_\_\_\_\_

Reason for requested release: \_\_\_\_\_

Please Attach:

- Plot plan showing easement/portion of easement proposed to be released
- Copy of plat map where lot and easement were created
- Reference Plat Map Book: \_\_\_\_\_ Page: \_\_\_\_\_
- Fee (\$240)

Please Note:

1. This request for an easement release can be filed at any time.
2. This request, once received in full, will be sent to the various utility companies for their review and response. If all service providers agree to the requested release, it can be scheduled for the Technical Review Committee's (TRC) consideration. The TRC has final approval on the release request.
3. After the TRC's decision, a deed of abandonment and release will be drawn up by the City Attorney's office, to be recorded by staff. Once that recordation has taken place any related permits can be approved.
4. If the easement is still needed for operations by any of the utility companies involved, the requested release cannot be approved.
5. Please note that the review fee covers a portion of the expenses of reviewing the request and cannot be refunded, regardless of whether the easement in the end is recommended for release or not.