

Easement Relinquishment Submittal Checklist

Any submittal not meeting all minimum checklist criteria herein shall be rejected as incomplete.

Easement Relinquishment submittal documents will include the following:

- Application (Page 2&3 of this document) - Must be signed by owner, or a vested party
- Original holding document of the easement - eg. Ordinance, PNEE, Subdivision plan, etc.:
 - Must include the Clerk and Recorder's Book and Page, and/or Recordation Number.
- A Legal Description and Exhibits are required if you are relinquishing a portion of the easement as held in the original document. The Legal Description and Exhibit of the easement(s) to be relinquished, must be prepared by a Professional Land Surveyor (PLS), licensed in the State of Colorado:
 - PDF format (**must be PLS signed and stamped**) **and**
 - Word format (Does not need to be PLS signed and stamped)
- Site Plan - accurately engineered drawings to include:
 - Numerical and Bar Scale (Scale not to exceed 1:40)
 - North arrow
 - Legend
 - Vicinity map, if necessary
 - Plan set date and revision number (if applicable)
 - Call out the location of the easement proposed to be relinquished and hatch area**
 - Call out the location if new easement will be conveyed** (if applicable)
 - Property lines
 - Right-of-Way width
 - Edge of Pavement and/or Curb and Gutter
 - Sidewalks
 - Trees and landscaping in the ROW
 - Nearby driveways and alleys
 - Street names
 - Aerial imagery is allowed, but does not replace the required Engineered drawings**

FEES:

Must be paid immediately after project is logged in and a project number is provided by your Coordinator along with the project invoice.

Initial Processing Fee = \$1,000.00 (Non-Refundable)

Legal Description Review Fee = \$300.00 (Non-Refundable)

Ordinance Fee = \$300.00 (Non-Refundable)

I hereby attest that all above information has been incorporated into our plan submittal.

Owner/Vested Party/Applicant Signature

1/5/21

Date



APPLICATION EASEMENT RELINQUISHMENT

Please complete this application to apply for an ordinance to relinquish easements held by the City in the Public Right of Way. Please reference [Rules and Regulations for Easement Relinquishments](#) for more details on the relinquishment process. Please type or print. If necessary attach additional sheets to fully answer any of the following sections. Submit the complete application electronically to: DOTI.ER@denvergov.org.

DATE: _____

PROJECT NAME: _____

IS THIS PROJECT ASSOCIATED WITH A SITE DEVELOPMENT REVIEW? Yes No

If you checked 'Yes' above, provide Project Master, Site Plan and/or Concept Development project numbers:

_____, _____, _____

ADDRESS (approx.) OF EASEMENT: _____

APPLICANT:

Name: _____

Company (if applicable): _____ Title: _____

Address: _____

Telephone number: _____ Email address: _____

PROPERTY OWNER (where the easement is located): Check if the same as Applicant

Company: _____

Owner Contact: _____

Address: _____

Telephone Number: _____ Email address: _____

ORIGINAL HOLDING DOCUMENT THE EASEMENT IS HELD IN:

Title of document: _____

Clerk & Recorder Recordation Number: _____

Ordinance Number (if applicable): _____

PORTION OF EASEMENT IF BEING RELINQUISHED:

Easement in
it's entirety

A portion of the easement
(as described in the legal description)





**APPLICATION
EASEMENT RELINQUISHMENT**

QUANTITY OF EASEMENTS TO BE RELINQUISHED: _____

Easement Groupings if submitting with multiple easements: _____

DESCRIBE THE CURRENT STATE OF THE EASEMENT(S):

In the space below, please describe what the easement was granted for, if it is a partial relinquishment or being relinquished in it's entirety and any addition background information

EXISTING UTILITIES:

If there are existing utilities in the easement, please explain how these utilities will be accommodated and whether they will be removed or relocated.

If there are no existing utilities in the easement to the best of your knowledge, please state NO Utilities or N/A

EXPLANATION OF WHY THE EASEMENT RELINQUISHMENT IS BEING REQUESTED:

Please explain why the easement needs to be relinquished.

I/WE HEREBY CERTIFY THAT I/WE ARE THE OWNER(S) OF THE REAL PROPERTY WHICH IS THE SUBJECT OF THIS APPLICATION AND THAT THE FOREGOING INFORMATION ON THIS APPLICATION IS TRUE AND COMPLETE.



(Owner/Vested Party Signature)

1/5/21
DATE



Denver Gateway Center Filing No. 5 Relinquishment

04/20/2021

Master ID: 2018-PROJMSTR-0000519 **Project Type:** ROW Relinquishment
Review ID: 2021-RELINQ-0000001 **Review Phase:**
Location: **Review End Date:** 02/17/2021

Any denials listed below must be rectified in writing to this office before project approval is granted.

Reviewing Agency: Asset Management Review Review Status: Approved

Reviewers Name: DavidJ Edwards
Reviewers Email: DavidJ.Edwards@denvergov.org

Status Date: 02/18/2021
Status: Approved
Comments: PWPRS Project Number: 2021-RELINQ-0000001 Denver Gateway Center Filing No. 5 Relinquishment
 Reviewing Agency/Company: Asset Management DOF
 Reviewers Name: David Edwards
 Reviewers Phone: 7209130889
 Reviewers Email: Davidj.edwards@denvergov.org
 Approval Status: Approved

Comments:
 No existing Utilities within easement, New utility easements will be provided for future utilities

Status Date: 02/11/2021
Status: Approved
Comments:

Reviewing Agency: City Forester Review Review Status: Approved

Reviewers Name: Nick Evers
Reviewers Email: Nick.Evers@denvergov.org

Status Date: 02/17/2021
Status: Approved
Comments: Approved. No PRW tree conflict.

Reviewing Agency: Comcast Referral Review Status: Approved - No Response

Status Date: 02/18/2021
Status: Approved - No Response
Comments:

Reviewing Agency: Denver Water Referral Review Status: Approved

Status Date: 02/18/2021
Status: Approved
Comments: PWPRS Project Number: 2021-RELINQ-0000001 Denver Gateway Center Filing No. 5 Relinquishment
 Reviewing Agency/Company: Denver Water
 Reviewers Name: Gina Begly
 Reviewers Phone: 303-628-6219
 Reviewers Email: gina.begly@denverwater.org

Comment Report

Denver Gateway Center Filing No. 5 Relinquishment

04/20/2021

Master ID: 2018-PROJMSTR-0000519 **Project Type:** ROW Relinquishment
Review ID: 2021-RELINQ-0000001 **Review Phase:**
Location: **Review End Date:** 02/17/2021

Any denials listed below must be rectified in writing to this office before project approval is granted.

Approval Status: Approved

Comments:

Reviewing Agency: Survey Review Review Status: Approved

Reviewers Name: Johanna Lee
Reviewers Email: Johanna.Lee@denvergov.org

Status Date: 04/20/2021
Status: Approved
Comments: PWPRS Project Number: 2021-RELINQ-0000001 Denver Gateway Center Filing No. 5 Relinquishment
Reviewing Agency/Company: Right-of-Way Services - Survey, DOTI
Reviewers Name: Johanna Lee
Reviewers Phone: 720.865.3105
Reviewers Email: johanna.lee@denvergov.org
Approval Status: Approved

Comments:

Status Date: 02/03/2021
Status: Denied
Comments: Not approved see attached Survey Red lines

Reviewing Agency: Case Manager Review/Finalize Review Status: Confirmation of Payment

Reviewers Name: Devin Price
Reviewers Email: Devin.Price@denvergov.org

Status Date: 04/16/2021
Status: Confirmation of Payment
Comments:

Status Date: 02/18/2021
Status: Comments Compiled
Comments:

Reviewing Agency: Denver Fire Department Review Review Status: Approved

Reviewers Name: Richard Tenorio
Reviewers Email: Richard.Tenorio@denvergov.org

Status Date: 02/18/2021
Status: Approved
Comments: PWPRS Project Number: 2021-RELINQ-0000001 Denver Gateway Center Filing No. 5 Relinquishment
Reviewing Agency/Company: Denver Fire Department
Reviewers Name: Rich Tenorio
Reviewers Phone: 720.913.4185
Reviewers Email: richard.tenorio@denvergov.org
Approval Status: Approved

Comment Report

Denver Gateway Center Filing No. 5 Relinquishment

04/20/2021

Master ID: 2018-PROJMSTR-0000519 **Project Type:** ROW Relinquishment
Review ID: 2021-RELINQ-0000001 **Review Phase:**
Location: **Review End Date:** 02/17/2021

Any denials listed below must be rectified in writing to this office before project approval is granted.

Comments:
Denver Fire Dept. Approved - RT

Status Date: 02/11/2021
Status: Approved
Comments: Denver Fire Dept. Approved - RT

Reviewing Agency: Landmark Review Review Status: Approved - No Response

Reviewers Name: Becca Dierschow
Reviewers Email: Becca.Dierschow@denvergov.org

Status Date: 02/18/2021
Status: Approved - No Response
Comments:

Reviewing Agency: Metro Wastewater Referral Review Status: Approved - No Response

Status Date: 02/18/2021
Status: Approved - No Response
Comments:

Reviewing Agency: Office of Emergency Management Referral Review Status: Approved - No Response

Status Date: 02/18/2021
Status: Approved - No Response
Comments:

Reviewing Agency: Office of Emergency Management Referral Review Status: Approved - No Response

Status Date: 02/18/2021
Status: Approved - No Response
Comments:

Reviewing Agency: Parks and Recreation Review Review Status: Approved

Reviewers Name: Emily McKee
Reviewers Email: Emily.McKee@denvergov.org

Status Date: 02/16/2021
Status: Approved
Comments:

Reviewing Agency: Construction Engineering Review Review Status: Approved

Reviewers Name: Matthew Schwindt
Reviewers Email: Matthew.Schwindt@denvergov.org

Status Date: 02/17/2021
Status: Approved
Comments:

Comment Report

Denver Gateway Center Filing No. 5 Relinquishment

04/20/2021

Master ID: 2018-PROJMSTR-0000519 **Project Type:** ROW Relinquishment
Review ID: 2021-RELINQ-0000001 **Review Phase:**
Location: **Review End Date:** 02/17/2021

Any denials listed below must be rectified in writing to this office before project approval is granted.

Reviewing Agency: Policy and Planning Review Review Status: Approved - No Response

Reviewers Name: Emily Gloeckner
Reviewers Email: Emily.Gloeckner@denvergov.org

Status Date: 02/18/2021
Status: Approved - No Response
Comments:

Reviewing Agency: TES Sign and Stripe Review Review Status: Approved - No Response

Reviewers Name: Brittany Price
Reviewers Email: Brittany.Price@denvergov.org

Status Date: 02/18/2021
Status: Approved - No Response
Comments:

Reviewing Agency: CenturyLink Referral Review Status: Approved

Status Date: 02/18/2021
Status: Approved
Comments: PWPRS Project Number: 2021-RELINQ-0000001 Denver Gateway Center Filing No. 5 Relinquishment
Reviewing Agency/Company: CenturyLink
Reviewers Name: Lisa Gallegos-Thompson, Faulk & Foster
Reviewers Phone: 4064430583
Reviewers Email: lisa.gallegos@lumen.com
Approval Status: Approved

Comments:

Attachment: Vacate No reservation.pdf

Status Date: 02/18/2021
Status: Denied
Comments: PWPRS Project Number: 2021-RELINQ-0000001 Denver Gateway Center Filing No. 5 Relinquishment
Reviewing Agency/Company: CenturyLink
Reviewers Name: Gladly Zeilstra
Reviewers Phone: 480-560-0404
Reviewers Email: gladly.zeilstra@lumen.com
Approval Status: Denied

Comments:

Please contact Gladly Zeilstra regarding this request. The project number associated with this project P834906

REDLINES uploaded to E-review webpage

Reviewing Agency: Xcel Referral Review Status: Approved

Status Date: 03/18/2021
Status: Approved
Comments: PWPRS Project Number: 2021-RELINQ-0000001 Denver Gateway Center Filing No. 5 Relinquishment

2021-RELINQ-0000001

Comment Report

Denver Gateway Center Filing No. 5 Relinquishment

04/20/2021

Master ID: 2018-PROJMSTR-0000519 **Project Type:** ROW Relinquishment
Review ID: 2021-RELINQ-0000001 **Review Phase:**
Location: **Review End Date:** 02/17/2021

Any denials listed below must be rectified in writing to this office before project approval is granted.

Reviewing Agency/Company: Public Service Company of Colorado dba Xcel Energy
Reviewers Name: Donna George
Reviewers Phone: 303-5713-306
Reviewers Email: donna.l.george@xcelenergy.com
Approval Status: Approved

Comments:
per discussions between Xcel Design and Lokal Homes

Status Date: 02/18/2021
Status: Denied
Comments: PWPRS Project Number: 2021-RELINQ-0000001 Denver Gateway Center Filing No. 5 Relinquishment
Reviewing Agency/Company: Public Service Company of Colorado (PSCo) dba Xcel Energy
Reviewers Name: Donna George
Reviewers Phone: 303-571-3306
Reviewers Email: donna.l.george@xcelenergy.com
Approval Status: Denied

Comments:
PSCo does not want to vacate that portion of the easement. The applicant/customer may contact Kristy Billings (New Business Designer) at Kristy.N.Billings@xcelenergy.com for additional information.

Reviewing Agency: City Councilperson and Aides Referral Review Status: Approved - No Response

Status Date: 02/18/2021
Status: Approved - No Response
Comments:

Reviewing Agency: DS Project Coordinator Review Review Status: Approved - No Response

Reviewers Name: Emily Collins
Reviewers Email: Emily.Collins@denvergov.org

Status Date: 02/18/2021
Status: Approved - No Response
Comments:

Reviewing Agency: DES Transportation Review Review Status: Approved - No Response

Reviewers Name: Viktoriya Luckner
Reviewers Email: Viktoriya.Luckner@denvergov.org

Status Date: 02/18/2021
Status: Approved - No Response
Comments:

Reviewing Agency: DES Wastewater Review Review Status: Approved

Comment Report

Denver Gateway Center Filing No. 5 Relinquishment

04/20/2021

Master ID:	2018-PROJMSTR-0000519	Project Type:	ROW Relinquishment
Review ID:	2021-RELINQ-0000001	Review Phase:	
Location:		Review End Date:	02/17/2021

Any denials listed below must be rectified in writing to this office before project approval is granted.

Reviewers Name: Philip Kim
Reviewers Email: Philip.Kim@denvergov.org

Status Date: 01/28/2021
Status: Approved
Comments: