

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



DOTI | Right-of-Way Services
Engineering and Regulatory Office
201 W. Colfax Avenue, Dept. 507
Denver, CO 80202 P: 720-865-3003
DOTI.ER@denvergov.org

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.

[Handwritten signature]
(Owner/Vested Party Signature)

1/5/21
DATE



Denver Gateway Center Filing No. 5 East Relinquishment

05/21/2021

Master ID: 2018-PROJMSTR-0000519 **Project Type:** ROW Relinquishment
Review ID: 2021-RELINQ-0000004 **Review Phase:**
Location: **Review End Date:** 03/26/2021

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: 03/30/2021

Status: Approved

Comments: PWPRS Project Number: 2021-RELINQ-0000004 - Denver Gateway Center Filing No. 5 East Relinquishment

Reviewing Agency/Company: Asset Management DOF

Reviewers Name: David J Edwards

Reviewers Phone: 720-913-0889

Reviewers Email: davidj.edwards@denvergov.org

Approval Status: Approved

Comments:

Status Date: 03/09/2021

Status: Approved

Comments:

Reviewing Agency: City Forester Review

Review Status: Approved

Reviewers Name: Nick Evers

Reviewers Email: Nick.Evers@denvergov.org

Status Date: 03/25/2021

Status: Approved

Comments: Approved. No encroachment into ROW tree lawn.

Reviewing Agency: Comcast Referral

Review Status: Approved - No Response

Status Date: 03/30/2021

Status: Approved - No Response

Comments:

Reviewing Agency: Denver Water Referral

Review Status: Approved

Status Date: 03/30/2021

Status: Approved

Comments: PWPRS Project Number: 2021-RELINQ-0000004 - Denver Gateway Center Filing No. 5 East Relinquishment

Reviewing Agency/Company: Denver Water

Reviewers Name: Gina Begly

Reviewers Phone: 303-628-6219

Reviewers Email: gina.begly@denverwater.org

Approval Status: Approved

Comment Report

Denver Gateway Center Filing No. 5 East Relinquishment

05/21/2021

Master ID: 2018-PROJMSTR-0000519 **Project Type:** ROW Relinquishment
Review ID: 2021-RELINQ-0000004 **Review Phase:**
Location: **Review End Date:** 03/26/2021

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

Comments:

Reviewing Agency: Survey Review Review Status: Approved

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

Status Date: 05/21/2021
Status: Approved
Comments: PWPRS Project Number: 2021-RELINQ-0000004 - Denver Gateway Center Filing No. 5 East 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:
Approved documents are in the project APPROVED folder.

Status Date: 03/18/2021
Status: Denied
Comments: Resubmittal Requested.
Redlines Uploaded to Accela

Reviewing Agency: Case Manager Review/Finalize Review Status: Comments Compiled

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

Status Date: 03/30/2021
Status: Comments Compiled
Comments:

Status Date: 03/09/2021
Status: Confirmation of Payment
Comments:

Reviewing Agency: Denver Fire Department Review Review Status: Approved

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

Status Date: 03/30/2021
Status: Approved
Comments: PWPRS Project Number: 2021-RELINQ-0000004 - Denver Gateway Center Filing No. 5 East 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 East Relinquishment

05/21/2021

Master ID: 2018-PROJMSTR-0000519 **Project Type:** ROW Relinquishment
Review ID: 2021-RELINQ-0000004 **Review Phase:**
Location: **Review End Date:** 03/26/2021

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: 03/25/2021
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: 03/30/2021
Status: Approved - No Response
Comments:

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

Status Date: 03/30/2021
Status: Approved - No Response
Comments:

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

Status Date: 03/30/2021
Status: Approved - No Response
Comments:

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

Status Date: 03/30/2021
Status: Approved - No Response
Comments:

Reviewing Agency: Parks and Recreation Review Review Status: Approved

Reviewers Name: Greg Neitzke
Reviewers Email: Greg.Neitzke@denvergov.org

Status Date: 03/17/2021
Status: Approved
Comments:

Reviewing Agency: Construction Engineering Review Review Status: Approved

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

Status Date: 03/26/2021
Status: Approved
Comments:

2021-RELINQ-0000004

Comment Report

Denver Gateway Center Filing No. 5 East Relinquishment

05/21/2021

Master ID: 2018-PROJMSTR-0000519 **Project Type:** ROW Relinquishment
Review ID: 2021-RELINQ-0000004 **Review Phase:**
Location: **Review End Date:** 03/26/2021

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: 03/30/2021
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: 03/30/2021
Status: Approved - No Response
Comments:

Reviewing Agency: CenturyLink Referral Review Status: Approved

Status Date: 03/30/2021
Status: Approved
Comments: PWPRS Project Number: 2021-RELINQ-0000004 - Denver Gateway Center Filing No. 5 East Relinquishment
Reviewing Agency/Company: Lumen / Centurylink
Reviewers Name: VeShon Sheridan
Reviewers Phone: 804-324-6825
Reviewers Email: veshon.sheridan@lumen.com
Approval Status: Approved

Comments:
see attached

Status Date: 03/30/2021
Status: Denied
Comments: PWPRS Project Number: 2021-RELINQ-0000004 - Denver Gateway Center Filing No. 5 East Relinquishment
Reviewing Agency/Company: Lumen
Reviewers Name: Glady Zeilstra
Reviewers Phone: 480-560-0404
Reviewers Email: glady.zeilstra@lumen.com
Approval Status: Denied

Comments:
Please contact Glady Zeilstra regarding this request. The project number associated to the request is P835699.

REDLINES uploaded to E-review webpage

Reviewing Agency: Xcel Referral Review Status: Approved

Status Date: 05/03/2021
Status: Approved
Comments: PWPRS Project Number: 2021-RELINQ-0000004 - Denver Gateway Center Filing No. 5 East Relinquishment
Reviewing Agency/Company: Public Service Company of Colorado (PSCo) dba Xcel Energy

Comment Report

Denver Gateway Center Filing No. 5 East Relinquishment

05/21/2021

Master ID: 2018-PROJMSTR-0000519 **Project Type:** ROW Relinquishment
Review ID: 2021-RELINQ-0000004 **Review Phase:**
Location: **Review End Date:** 03/26/2021

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

Reviewers Name: Donna George
Reviewers Phone: 303-571-3306
Reviewers Email: donna.l.george@xcelenergy.com
Approval Status: Approved

Comments:

We are going to relinquish 5 of the 10 easement on the north & south sides, per the changes made by the applicant after further discussions with our Designer.

Status Date: 03/30/2021
Status: Denied
Comments: PWPRS Project Number: 2021-RELINQ-0000004 - Denver Gateway Center Filing No. 5 East 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 the portion/portions of the easements as proposed. The applicant/customer must 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: 03/30/2021
Status: Approved - No Response
Comments:

Reviewing Agency: DS Project Coordinator Review Review Status: Approved

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

Status Date: 03/30/2021
Status: Approved
Comments: PWPRS Project Number: 2021-RELINQ-0000004 - Denver Gateway Center Filing No. 5 East Relinquishment
Reviewing Agency/Company: CPD Project Coordination
Reviewers Name: Emily Collins
Reviewers Phone: 720-865-2971
Reviewers Email: emily.collins@denvergov.org
Approval Status: Approved

Comments:

Reviewing Agency: DES Transportation Review Review Status: Approved

Comment Report

Denver Gateway Center Filing No. 5 East Relinquishment

05/21/2021

Master ID: 2018-PROJMSTR-0000519 **Project Type:** ROW Relinquishment
Review ID: 2021-RELINQ-0000004 **Review Phase:**
Location: **Review End Date:** 03/26/2021

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

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

Status Date: 03/25/2021
Status: Approved
Comments:

Reviewing Agency: DES Wastewater Review **Review Status:** Approved

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

Status Date: 03/08/2021
Status: Approved
Comments:

Reviewing Agency: RTD Referral **Review Status:** Approved - No Response

Status Date: 03/30/2021
Status: Approved - No Response
Comments:

Reviewing Agency: CDOT Referral **Review Status:** Approved - No Response

Status Date: 03/30/2021
Status: Approved - No Response
Comments: