

**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.
- n/a  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**
  - n/a  **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
- n/a  **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.

 \_\_\_\_\_ 1/7/22  
**Owner/Vested Party/Applicant Signature** **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](mailto: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:

2021PM0000274, \_\_\_\_\_, \_\_\_\_\_

ADDRESS (approx.) OF EASEMENT: \_\_\_\_\_

**APPLICANT:**

Name: \_\_\_\_\_ Civil Project Manager

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.

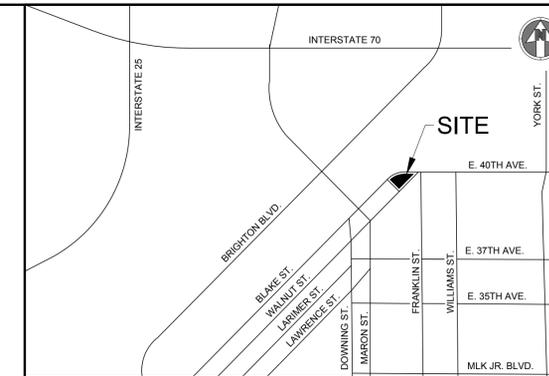
I/WE HEREBY CERTIFY THAT I/WE ARE THE OWNER(S) OF THE REAL PROPERTY WHICH IS THE SUBJECT OF THIS APPLICATION AND THAT THE FOREGOING INFORMATION ON THIS APPLICATION, IS TRUE AND COMPLETE.

[Handwritten signature]

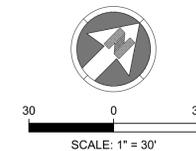
(Owner/Vested Party Signature)

1/7/22
DATE



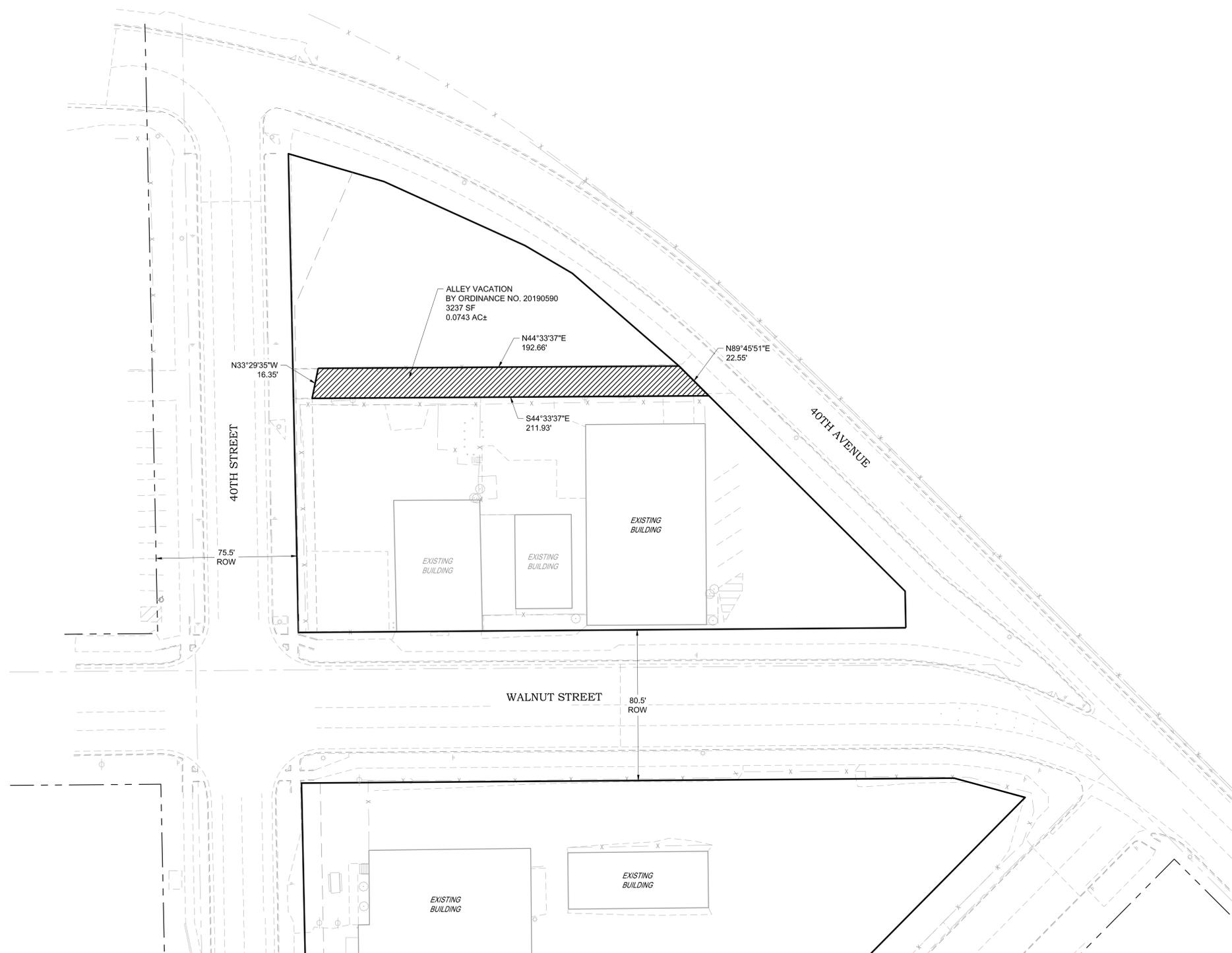


VICINITY MAP  
NOT TO SCALE



LEGEND:

- PROPERTY LINE
- PARCEL LINE
- RIGHT OF WAY LINE
- EXISTING CURB AND GUTTER
- EXISTING SIDEWALK
- EXISTING FENCE
- EXISTING SIGN
- EXISTING LIGHT
- EXISTING TREE



**BY AUTHORITY**

ORDINANCE NO **20190590**

COUNCIL BILL NO. CB19-0590

SERIES OF 2019

COMMITTEE OF REFERENCE:

Land Use, Transportation & Infrastructure

**A BILL**

**For an ordinance vacating the alley bounded by 40th Street, Blake Street, 40th Avenue and Walnut Street, with reservations.**

**WHEREAS**, the Executive Director of Public Works of the City and County of Denver has found and determined that the public use, convenience and necessity no longer require that certain area in the system of thoroughfares of the municipality hereinafter described and, subject to approval by ordinance, has vacated the same with the reservations hereinafter set forth;

**BE IT ENACTED BY THE COUNCIL OF THE CITY AND COUNTY OF DENVER:**

**Section 1.** That the action of the Executive Director of Public Works in vacating the following described right-of-way in the City and County of Denver, State of Colorado, to wit:

**PARCEL DESCRIPTION ROW NO. 2016-VACA-0000002-01:**

**LAND DESCRIPTION:**

A PARCEL OF LAND LOCATED IN THE SOUTHWEST ¼ OF SECTION 23, TOWNSHIP 3 SOUTH, RANGE 68 WEST OF THE 6TH P.M., BEING A PORTION OF A DEDICATED ALLEY LOCATED IN BLOCK 23, RIVERSIDE ADDITION TO DENVER, CITY AND COUNTY OF DENVER, STATE OF COLORADO, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE MOST WESTERLY CORNER OF LOT 17, BLOCK 23, RIVERSIDE ADDITION TO DENVER: THENCE N44°33'37"E ALONG THE NORTHWESTERLY LINE OF SAID LOT 17, 10.00 FEET TO THE TRUE POINT OF BEGINNING; THENCE N33°29'35"W, 16.35 FEET TO A POINT ON THE SOUTHEASTERLY LINE OF LOT 16, BLOCK 23, RIVERSIDE ADDITION TO DENVER BEING 13.60 FEET NORTHEASTERLY OF THE MOST SOUTHERLY CORNER OF SAID LOT 16; THENCE N44°33'37"E ALONG THE SOUTHEASTERLY LINE OF SAID LOT 16 AND SAID LINE EXTENDED, 192.66 FEET TO A POINT ON THE SOUTHERLY LINE OF 40TH AVENUE BEING THAT TRACT OF LAND DESCRIBED IN ORDINANCE NO. 47 OF SERIES 1956; THENCE N89°45'51"E ALONG SAID SOUTHERLY LINE, 22.55 FEET TO A POINT ON THE NORTHWESTERLY LINE OF LOT 25, BLOCK 23, RIVERSIDE ADDITION TO DENVER; THENCE S44°33'37"E ALONG SAID NORTHWESTERLY LINE OF SAID LOT 25 AND SAID LINE EXTENDED, 211.93 FEET TO THE POINT OF BEGINNING, CITY AND COUNTY OF DENVER, STATE OF COLORADO.

THE ABOVE DESCRIBED PARCEL CONTAINS 3,237 SQUARE FEET OR 0.0743 ACRES MORE

1 OR LESS.

2  
3 BASIS OF BEARINGS: AN ASSUMED BEARING OF S44°33'37"W BEING A 20' RANGE LINE  
4 LOCATED IN WALNUT STREET BETWEEN TWO FOUND RANGE POINT MONUMENTS 1048.50  
5 FEET APART; ONE BEING A 3.25" DIAMETER ALLOY CAP IN CONCRETE FOUND AT THE  
6 INTERSECTION OF 40TH AVENUE AND WALNUT STREET AND THE OTHER BEING AN AXLE  
7 IN A RANGE BOX AT THE INTERSECTION OF WALNUT STREET AND 38TH STREET

8  
9 be and the same is hereby approved and the described right-of-way is hereby vacated and declared  
10 vacated;

11 PROVIDED, HOWEVER, said vacation shall be subject to the following reservation:  
12 A perpetual, non-exclusive easement is hereby reserved by the City and County of Denver, its  
13 successors and assigns, over, under, across, along and through the vacated area for the purposes  
14 of constructing, operating, maintaining, repairing, upgrading and replacing public or private utilities  
15 including, without limitation, storm drainage, sanitary sewer, and water facilities and all  
16 appurtenances to said utilities. A hard surface shall be maintained by the property owner over the  
17 entire easement area. The City reserves the right to authorize the use of the reserved easement by  
18 all utility providers with existing facilities in the easement area. No trees, fences, retaining walls,  
19 landscaping or structures shall be allowed over, upon or under the easement area. Any such  
20 obstruction may be removed by the City or the utility provider at the property owner's expense. The  
21 property owner shall not re-grade or alter the ground cover in the easement area without permission  
22 from the City and County of Denver. The property owner shall be liable for all damages to such  
23 utilities, including their repair and replacement, at the property owner's sole expense. The City and  
24 County of Denver, its successors, assigns, licensees, permittees and other authorized users shall  
25 not be liable for any damage to property owner's property due to use of this reserved easement.

26  
27  
28

**REMAINDER OF PAGE INTENTIONALLY BLANK**

1 COMMITTEE APPROVAL DATE: June 18, 2019 by Consent

2 MAYOR-COUNCIL DATE: June 25, 2019

3 PASSED BY THE COUNCIL: July 15, 2019

4 [Signature] - PRESIDENT

5 APPROVED: [Signature] - MAYOR Jul 16, 2019

6 ATTEST: [Signature] - CLERK AND RECORDER,  
7 EX-OFFICIO CLERK OF THE  
8 CITY AND COUNTY OF DENVER

9 NOTICE PUBLISHED IN THE DAILY JOURNAL: July 11, 2019 ; July 18, 2019

10 PREPARED BY: Martin A. Plate, Assistant City Attorney DATE: June 27, 2019

11 Pursuant to section 13-12, D.R.M.C., this proposed ordinance has been reviewed by the office of  
12 the City Attorney. We find no irregularity as to form, and have no legal objection to the proposed  
13 ordinance. The proposed ordinance is not submitted to the City Council for approval pursuant to §  
14 3.2.6 of the Charter.

15  
16 Kristin M. Bronson, Denver City Attorney

17 BY: Kristin J. Crawford, Assistant City Attorney DATE: July 11, 2019  
18



## 4003 Walnut Street Relinquishment

02/10/2022

**Master ID:** 2021-PROJMSTR-0000274      **Project Type:** ROW Relinquishment  
**Review ID:** 2022-RELINQ-0000001      **Review Phase:**  
**Location:** 4003 Walnut Street      **Review End Date:** 02/04/2022

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: Katherine Rinehart  
Reviewers Email: [Katherine.Rinehart@denvergov.org](mailto:Katherine.Rinehart@denvergov.org)

Status Date: 01/15/2022  
Status: Approved  
Comments:

Reviewing Agency: City Forester Review      Review Status: Approved

Reviewers Name: Nick Evers  
Reviewers Email: [Nick.Evers@denvergov.org](mailto:Nick.Evers@denvergov.org)

Status Date: 02/04/2022  
Status: Approved  
Comments: Approved. No PRW tree conflict.

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

Status Date: 02/07/2022  
Status: Approved - No Response  
Comments:

Reviewing Agency: Denver Water Referral      Review Status: Approved

Status Date: 02/07/2022  
Status: Approved  
Comments: PWPRS Project Number: 2022-RELINQ-0000001 - 4003 Walnut Street Relinquishment  
Reviewing Agency/Company: Denver Water  
Reviewers Name: Gina Begly  
Reviewers Phone: 303-628-6219  
Reviewers Email: [gina.begly@denverwater.org](mailto:gina.begly@denverwater.org)  
Approval Status: Approved

Comments:

Reviewing Agency: Survey Review      Review Status: Denied

Reviewers Name: Robert Castaneda  
Reviewers Email: [Robert.Castaneda@denvergov.org](mailto:Robert.Castaneda@denvergov.org)

Status Date: 02/07/2022  
Status: Denied  
Comments: Denied on behalf of this critical reviewer, and this is still under review. Please contact the reviewer to resolve.

# Comment Report

## 4003 Walnut Street Relinquishment

02/10/2022

**Master ID:** 2021-PROJMSTR-0000274      **Project Type:** ROW Relinquishment  
**Review ID:** 2022-RELINQ-0000001      **Review Phase:**  
**Location:** 4003 Walnut Street      **Review End Date:** 02/04/2022

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

**Status Date:** 02/07/2022  
**Status:** Approved - No Response  
**Comments:**

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

**Reviewers Name:** Jessica Eusebio  
**Reviewers Email:** Jessica.Eusebio@denvergov.org

**Status Date:** 02/07/2022  
**Status:** Comments Compiled  
**Comments:**

**Status Date:** 01/14/2022  
**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:** 02/07/2022  
**Status:** Approved  
**Comments:** PWPRS Project Number: 2022-RELINQ-0000001 - 4003 Walnut Street Relinquishment  
Reviewing Agency/Company: DFD / Fire Prevention Division  
Reviewers Name: Rich Tenorio  
Reviewers Phone: 7206333222  
Reviewers Email: richard.tenorio@denvergov.org  
Approval Status: Approved

**Comments:**  
Denver Fire Dept. Approved - RT

**Status Date:** 02/03/2022  
**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:** 02/07/2022  
**Status:** Approved - No Response  
**Comments:**

Reviewing Agency: Metro Wastewater Referral      Review Status: Approved

**Status Date:** 02/07/2022  
**Status:** Approved

# Comment Report

## 4003 Walnut Street Relinquishment

02/10/2022

**Master ID:** 2021-PROJMSTR-0000274      **Project Type:** ROW Relinquishment  
**Review ID:** 2022-RELINQ-0000001      **Review Phase:**  
**Location:** 4003 Walnut Street      **Review End Date:** 02/04/2022

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

Comments: PWPRS Project Number: 2022-RELINQ-0000001 - 4003 Walnut Street Relinquishment  
Reviewing Agency/Company: Metro Water Recovery  
Reviewers Name: Myles Howard  
Reviewers Phone: 7207033627  
Reviewers Email: MHoward@metrowaterrecovery.com  
Approval Status: Approved

Comments:

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

Status Date: 02/07/2022  
Status: Approved - No Response  
Comments:

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

Status Date: 02/07/2022  
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: 01/20/2022  
Status: Approved  
Comments:

Reviewing Agency: Construction Engineering Review      Review Status: Approved

Reviewers Name: Joe Saejiw  
Reviewers Email: Joe.Saejiw@denvergov.org

Status Date: 02/01/2022  
Status: Approved  
Comments:

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

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

Status Date: 02/07/2022  
Status: Approved - No Response  
Comments:

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

# Comment Report

## 4003 Walnut Street Relinquishment

02/10/2022

**Master ID:** 2021-PROJMSTR-0000274      **Project Type:** ROW Relinquishment  
**Review ID:** 2022-RELINQ-0000001      **Review Phase:**  
**Location:** 4003 Walnut Street      **Review End Date:** 02/04/2022

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

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

**Status Date:** 02/07/2022  
**Status:** Approved - No Response  
**Comments:**

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

**Status Date:** 02/07/2022  
**Status:** Approved - No Response  
**Comments:**

**Reviewing Agency:** Xcel Referral      **Review Status:** Approved

**Status Date:** 02/07/2022  
**Status:** Approved  
**Comments:** PWPRS Project Number: 2022-RELINQ-0000001 - 4003 Walnut Street Relinquishment  
Reviewing Agency/Company: Public Service Company of Colorado dba Xcel Energy  
Reviewers Name: Donna George  
Reviewers Phone: 13035713306  
Reviewers Email: donna.l.george@xcelenergy.com  
Approval Status: Approved

**Comments:**

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

**Status Date:** 02/07/2022  
**Status:** Approved - No Response  
**Comments:**

**Reviewing Agency:** DS Project Coordinator Review      **Review Status:** Approved w/Conditions

**Reviewers Name:** Sarah Kaplan  
**Reviewers Email:** Sarah.Kaplan@denvergov.org

**Status Date:** 02/07/2022  
**Status:** Approved w/Conditions  
**Comments:** PWPRS Project Number: 2022-RELINQ-0000001 - 4003 Walnut Street Relinquishment  
Reviewing Agency/Company: Development Services, CPD  
Reviewers Name: Sarah Kaplan  
Reviewers Phone: 7208652991  
Reviewers Email: sarah.kaplan@denvergov.org  
Approval Status: Approved with conditions

**Comments:**

Project Coordinator does not take exception to the proposed vacation. SDP for 2021PM0000274 cannot be approved until after any proposed Dedication / Vacation is approved with the Reception # correctly referenced throughout the SDP Plan Set.

# Comment Report

## 4003 Walnut Street Relinquishment

02/10/2022

**Master ID:** 2021-PROJMSTR-0000274      **Project Type:** ROW Relinquishment  
**Review ID:** 2022-RELINQ-0000001      **Review Phase:**  
**Location:** 4003 Walnut Street      **Review End Date:** 02/04/2022

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

Reviewing Agency: DES Transportation Review      Review Status: Approved

**Reviewers Name:** Mindy Decker  
**Reviewers Email:** Mindy.Decker@denvergov.org  
**Status Date:** 02/10/2022  
**Status:** Approved  
**Comments:** PWPRS Project Number: 2022-RELINQ-0000001 - 4003 Walnut Street Relinquishment  
Reviewing Agency/Company: City & County of Denver/DOTI DES  
Reviewers Name: Mindy Decker  
Reviewers Phone: 7208653216  
Reviewers Email: mindy.decker@denvergov.org  
Approval Status: Approved

Comments:

**Status Date:** 02/08/2022  
**Status:** Approved  
**Comments:** PWPRS Project Number: 2022-RELINQ-0000001 - 4003 Walnut Street Relinquishment  
Reviewing Agency/Company: City & County of Denver/DOTI DES  
Reviewers Name: Mindy Decker  
Reviewers Phone: 7208653216  
Reviewers Email: mindy.decker@denvergov.org  
Approval Status: Approved

Comments:

**Status Date:** 02/07/2022  
**Status:** Denied  
**Comments:** Denied on behalf of this critical reviewer, and this is still under review. Please contact the reviewer to resolve.

**Status Date:** 02/07/2022  
**Status:** Approved - No Response  
**Comments:**

Reviewing Agency: DES Wastewater Review      Review Status: Approved

**Reviewers Name:** ken armfield  
**Reviewers Email:** ken.armfield@denvergov.org

**Status Date:** 02/09/2022  
**Status:** Approved  
**Comments:** No objections.

**Status Date:** 02/07/2022  
**Status:** Denied  
**Comments:** Denied on behalf of this critical reviewer, and this is still under review. Please contact the reviewer to resolve.

**Status Date:** 02/07/2022  
**Status:** Approved - No Response  
**Comments:**

# Comment Report

## 4003 Walnut Street Relinquishment

02/10/2022

**Master ID:** 2021-PROJMSTR-0000274      **Project Type:** ROW Relinquishment  
**Review ID:** 2022-RELINQ-0000001      **Review Phase:**  
**Location:** 4003 Walnut Street      **Review End Date:** 02/04/2022

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

Reviewing Agency: ERA Transportation Review      Review Status: Not Required

Status Date: 01/13/2022  
Status: Not Required  
Comments:

Reviewing Agency: ERA Wastewater Review      Review Status: Not Required

Status Date: 01/13/2022  
Status: Not Required  
Comments:

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

Status Date: 02/07/2022  
Status: Approved - No Response  
Comments:

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

Status Date: 02/07/2022  
Status: Approved - No Response  
Comments: