

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 3/02/21

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)

3/02/21
DATE



650 West Colfax Ave Relinquishment

04/21/2022

Master ID: 2020-PROJMSTR-0000383 **Project Type:** ROW Relinquishment
Review ID: 2021-RELINQ-0000006 **Review Phase:**
Location: **Review End Date:** 03/30/2021

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:

Status Date: 03/31/2021
Status: Approved
Comments: PWPRS Project Number: 2021-RELINQ-0000006 - 650 West Colfax Ave 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: 03/17/2021
Status: Approved
Comments:

Reviewing Agency: City Forester Review Review Status: Approved

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

Status Date: 03/30/2021
Status: Approved
Comments: Approved. No PRW tree conflict projected.

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

Status Date: 03/31/2021
Status: Approved - No Response
Comments:

Reviewing Agency: Denver Water Referral Review Status: Approved

Status Date: 03/31/2021
Status: Approved
Comments: PWPRS Project Number: 2021-RELINQ-0000006 - 650 West Colfax Ave 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

650 West Colfax Ave Relinquishment

04/21/2022

Master ID: 2020-PROJMSTR-0000383 **Project Type:** ROW Relinquishment
Review ID: 2021-RELINQ-0000006 **Review Phase:**
Location: **Review End Date:** 03/30/2021

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

Comments:

Reviewing Agency: Survey Review Review Status: Not Required

Reviewers Name: Alan Lemke
Reviewers Email: Alan.Lemke@denvergov.org
Status Date: 03/25/2021
Status: Not Required
Comments: Because these are full easement relinquishments, review is not required

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

Reviewers Name: Devin Price
Reviewers Email: Devin.Price@denvergov.org
Status Date: 04/02/2021
Status: Confirmation of Payment
Comments:
Status Date: 03/31/2021
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: 03/31/2021
Status: Approved
Comments: PWPRS Project Number: 2021-RELINQ-0000006 - 650 West Colfax Ave Relinquishment
Reviewing Agency/Company: Denver Fire Department
Reviewers Name: Rich Tenorio
Reviewers Phone: 720.633.3222
Reviewers Email: richard.tenorio@denvergov.org
Approval Status: Approved
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:

Comment Report

650 West Colfax Ave Relinquishment

04/21/2022

Master ID: 2020-PROJMSTR-0000383 **Project Type:** ROW Relinquishment
Review ID: 2021-RELINQ-0000006 **Review Phase:**
Location: **Review End Date:** 03/30/2021

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

Status Date: 03/31/2021
Status: Approved - No Response
Comments:

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

Status Date: 03/31/2021
Status: Approved - No Response
Comments:

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

Status Date: 03/31/2021
Status: Approved - No Response
Comments:

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

Status Date: 03/31/2021
Status: Approved - No Response
Comments:

Reviewing Agency: Parks and Recreation Review Review Status: Approved

Reviewers Name: Greg Neitzke
Reviewers Email:

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

Reviewing Agency: Construction Engineering Review Review Status: Approved - No Response

Reviewers Name: Michael Holm
Reviewers Email: Michael.Holm@denvergov.org

Status Date: 03/31/2021
Status: Approved - No Response
Comments:

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

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

Status Date: 03/31/2021
Status: Approved - No Response
Comments:

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

Comment Report

650 West Colfax Ave Relinquishment

04/21/2022

Master ID: 2020-PROJMSTR-0000383 **Project Type:** ROW Relinquishment
Review ID: 2021-RELINQ-0000006 **Review Phase:**
Location: **Review End Date:** 03/30/2021

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: 03/31/2021
Status: Approved - No Response
Comments:

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

Status Date: 04/21/2022
Status: Approved
Comments: PWPRS Project Number: 2021-RELINQ-0000006 - 650 West Colfax Ave Relinquishment Reviewing Agency/Company: CenturyLink
Reviewers Name: Lisa GALLEGOS-THOMPSON
Reviewers Phone: 406-443-0583
Reviewers Email: lisa.gallegos@lumen.com
Approval Status: Approved

REDLINES uploaded to E-Review webpage

Comments:
CenturyLink and property owner have come to an agreement and CenturyLink has no further objections or reservations.
Attachment: Vacate-Abandonment 2022.03.28.docx

Status Date: 03/23/2022
Status: Approved w/Conditions
Comments: PWPRS Project Number: 2021-RELINQ-0000006 - 650 West Colfax Ave Relinquishment
Reviewing Agency/Company: CenturyLink
Reviewers Name: Lisa GALLEGOS-THOMPSON
Reviewers Phone: 406-443-0583
Reviewers Email: lisa.gallegos@lumen.com
Approval Status: Approved with conditions

Comments:
CenturyLink and Applicant are working together to resolve o resolve CenturyLink's Reservation of Easement. A dedicated CenturyLink easement is currently being circulated for signature and CenturyLink and Applicant believe the matter will be resolved by the end of the month. When Resolved CenturyLink will Amend its Comments.

Attachment: Status Update to City of Denver.pdf

Status Date: 01/28/2022
Status: Approved w/Conditions
Comments: PWPRS Project Number: 2021-RELINQ-0000006 - 650 West Colfax Ave Relinquishment
Reviewing Agency/Company: CenturyLink
Reviewers Name: LISA A GALLEGOS-THOMPSON
Reviewers Phone: 4064430583
Reviewers Email: lisa.gallegos@lumen.com
Approval Status: Approved with conditions

Comments:
Retain the North 12.5 of the PUE along Lots 1-3, Block 13, Witters First Addition to the City of Denver. Please see attached for more information.

Comment Report

650 West Colfax Ave Relinquishment

04/21/2022

Master ID: 2020-PROJMSTR-0000383 **Project Type:** ROW Relinquishment
Review ID: 2021-RELINQ-0000006 **Review Phase:**
Location: **Review End Date:** 03/30/2021

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

Attachment: Vacate-Abandonment.pdf

Status Date: 03/31/2021
Status: Approved w/Conditions
Comments: PWPRS Project Number: 2021-RELINQ-0000006 - 650 West Colfax Ave Relinquishment
Reviewing Agency/Company: CenturyLink
Reviewers Name: TJ Eich
Reviewers Phone: 9282432647
Reviewers Email: tamara.eich@centurylink.com
Approval Status: Approved with conditions

Comments:
We already have a relocate job going on for this site that we are pending customer payment before we can vacate or proceed.
Please continue with point of contact:
STEVEN IVES
SR LNI ENGINEER
CenturyLink
cell: 720-219-4160
Steven.Ives@lumen.com

Status Date: 03/31/2021
Status: Denied
Comments: PWPRS Project Number: 2021-RELINQ-0000006 - 650 West Colfax Ave Relinquishment
Reviewing Agency/Company: Lumen
Reviewers Name: Gladly Zeilstra
Reviewers Phone: 480-560-0404
Reviewers Email: glady.zeilstra@lumen.com
Approval Status: Denied

Comments:
Please contact Gladly Zeilstra regarding this request. The project number associated to this request is P835768.

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

Status Date: 02/03/2022
Status: Approved
Comments: PWPRS Project Number: 2021-RELINQ-0000006 - 650 West Colfax Ave 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: Approved

Comments:
.
a PSCo easement was acquired

Status Date: 03/31/2021
Status: Denied

Comment Report

650 West Colfax Ave Relinquishment

04/21/2022

Master ID: 2020-PROJMSTR-0000383 **Project Type:** ROW Relinquishment
Review ID: 2021-RELINQ-0000006 **Review Phase:**
Location: **Review End Date:** 03/30/2021

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

Comments: PWPRS Project Number: 2021-RELINQ-0000006 - 650 West Colfax Ave Relinquishment
Reviewing Agency/Company: Public Service Company of Colorado / Xcel Energy
Reviewers Name: Donna George
Reviewers Phone: 303-571-3306
Reviewers Email: donna.l.george@xcelenergy.com
Approval Status: Denied

Comments:

Please be aware Public Service Company of Colorado owns and operates existing overhead electric distribution facilities located within the easements proposed to be relinquished, and, must deny this request at this time. The easement needs to be retained over all existing facilities until such time the facilities are deactivated and removed. Continue working with Aaron Moser, Designe (aaron.m.moser@xcelenergy.com) on the removal of existing facilities.

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

Status Date: 03/31/2021
Status: Approved - No Response
Comments:

Reviewing Agency: DS Project Coordinator Review **Review Status:** Approved

Reviewers Name: Bridget Rassbach
Reviewers Email: Bridget.Rassbach@denvergov.org
Status Date: 03/31/2021
Status: Approved
Comments: PWPRS Project Number: 2021-RELINQ-0000006 - 650 West Colfax Ave Relinquishment
Reviewing Agency/Company: City and County of Denver - Project Coordination/ Zoning
Reviewers Name: Bridget Rassbach
Reviewers Phone: 720 865 2797
Reviewers Email: bridget.rassbach@denvergov.org
Approval Status: Approved

Comments:

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

Reviewers Name: Matt Farmen
Reviewers Email:

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

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

Reviewers Name: Zhixu Yuan
Reviewers Email: Zhixu.Yuan@denvergov.org

Comment Report

650 West Colfax Ave Relinquishment

04/21/2022

Master ID: 2020-PROJMSTR-0000383 **Project Type:** ROW Relinquishment
Review ID: 2021-RELINQ-0000006 **Review Phase:**
Location: **Review End Date:** 03/30/2021

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

Status Date: 04/20/2022
Status: Approved
Comments: PWPRS Project Number: 2021-RELINQ-0000006 - 650 West Colfax Ave Relinquishment
Reviewing Agency/Company: DS-WW
Reviewers Name: Zhixu Yuan
Reviewers Phone: 7208653140
Reviewers Email: zhixu.yuan@denvergov.org
Approval Status: Approved

Comments:

Status Date: 03/30/2021
Status: Denied
Comments: The relocation of the existing public sanitary sewer needs to be done prior to the relinquishment.
Per the design engineer, the proposed area may needed to be revised.

Reviewing Agency: RTD Referral Review Status: Approved

Status Date: 03/31/2021
Status: Approved
Comments: PWPRS Project Number: 2021-RELINQ-0000006 - 650 West Colfax Ave Relinquishment
Reviewing Agency/Company: RTD
Reviewers Name: CLAYTON SCOTT WOODRUFF
Reviewers Phone: 3032992943
Reviewers Email: clayton.woodruff@rtd-denver.com
Approval Status: Approved

Comments:

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

Status Date: 03/31/2021
Status: Approved - No Response
Comments: