

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.

Katherine Rinehart - Department of Real Estate, Real Estate Manager *3/2/2022*

Owner/Vested Party/Applicant Signature

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): _____

PORION 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 its entirety and any additional 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.

City and County of Denver - Department of Real Estate (Katherine Rinehart, Real Estate Manager) 3/1/2022

(Owner/Vested Party Signature)

DATE

Albion St. and 13th Avenue Easement Relinquishment

07/01/2022

Master ID: 2022-PROJMSTR-0000138 **Project Type:** ROW Relinquishment
Review ID: 2022-RELINQ-0000005 **Review Phase:**
Location: Albion St between 13th and 14th **Review End Date:** 03/30/2022

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: Jason Clements
Reviewers Email: Jason.Clements@denvergov.org

Status Date: 03/10/2022
Status: Approved
Comments:

Reviewing Agency: City Forester Review Review Status: Approved

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

Status Date: 04/28/2022
Status: Approved
Comments: PWPRS Project Number: 2022-RELINQ-0000005 - Albion St. and 13th Avenue Easement Relinquishment
Reviewing Agency/Company: Denver Parks and Rec - Forestry
Reviewers Name: Nick Evers
Reviewers Phone: 7206759194
Reviewers Email: nick.evers@denvergov.org
Approval Status: Approved

Comments:
Approved. Street is vacated, not ROW,

Status Date: 03/30/2022
Status: Approved w/Conditions
Comments: Please confirm that Albion between 13th and 14th is vacated and not CCD ROW

Reviewing Agency: Comcast Referral Review Status: Approved

Status Date: 07/01/2022
Status: Approved
Comments: PWPRS Project Number: 2022-RELINQ-0000005 - Albion St. and 13th Avenue Easement Relinquishment
Reviewing Agency/Company: Comcast
Reviewers Name: Dennis Longwell
Reviewers Phone: 7204355091
Reviewers Email: Dennis_Longwell@comcast.com
Approval Status: Approved

Comments:

Status Date: 03/31/2022
Status: Approved w/Conditions

Comment Report

Albion St. and 13th Avenue Easement Relinquishment

07/01/2022

Master ID: 2022-PROJMSTR-0000138 **Project Type:** ROW Relinquishment
Review ID: 2022-RELINQ-0000005 **Review Phase:**
Location: Albion St between 13th and 14th **Review End Date:** 03/30/2022

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

Comments: PWPRS Project Number: 2022-RELINQ-0000005 - Albion St. and 13th Avenue Easement Relinquishment
Reviewing Agency/Company: comcast
Reviewers Name: Aaron Graham
Reviewers Phone: 7206252058
Reviewers Email: Aaron_Graham2@cable.comcast.com
Approval Status: Approved with conditions

Comments:
we have plant on 14th ave going east to west

Reviewing Agency: Denver Water Referral Review Status: Approved

Status Date: 03/31/2022
Status: Approved
Comments: PWPRS Project Number: 2022-RELINQ-0000005 - Albion St. and 13th Avenue Easement Relinquishment
Reviewing Agency/Company: Denver Water
Reviewers Name: Gina Begly
Reviewers Phone: 13036286219
Reviewers Email: gina.begly@denverwater.org
Approval Status: Approved

Comments:

Reviewing Agency: Survey Review Review Status: Approved

Reviewers Name: Thomas Breitnauer
Reviewers Email: Thomas.Breitnauer@denvergov.org
Status Date: 06/07/2022
Status: Approved
Comments: PWPRS Project Number: 2022-RELINQ-0000005 - Albion St. and 13th Avenue Easement Relinquishment
Reviewing Agency/Company: DOTI - Survey
Reviewers Name: Thomas Breitnauer
Reviewers Phone: 7208653211
Reviewers Email: thomas.breitnauer@denvergov.org
Approval Status: Approved

Comments:

Status Date: 03/24/2022
Status: Denied
Comments: Re-submittal required. See uploaded redlines.

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

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

Status Date: 03/31/2022
Status: Comments Compiled

Comment Report

Albion St. and 13th Avenue Easement Relinquishment

07/01/2022

Master ID: 2022-PROJMSTR-0000138 **Project Type:** ROW Relinquishment
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Location: Albion St between 13th and 14th **Review End Date:** 03/30/2022

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Comments:

Reviewing Agency: Denver Fire Department Review

Review Status: Approved

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

Status Date: 03/25/2022
Status: Approved
Comments: Denver Fire Dept. Approved - RT

Reviewing Agency: Landmark Review

Review Status: Approved - No Response

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

Status Date: 03/31/2022
Status: Approved - No Response
Comments:

Reviewing Agency: Metro Wastewater Referral

Review Status: Approved

Status Date: 03/31/2022
Status: Approved
Comments: PWPRS Project Number: 2022-RELINQ-0000005 - Albion St. and 13th Avenue Easement 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: 03/31/2022
Status: Approved - No Response
Comments:

Reviewing Agency: Parks and Recreation Review

Review Status: Approved

Reviewers Name: Jennifer Cervera
Reviewers Email: Jennifer.Cervera@denvergov.org

Status Date: 03/22/2022
Status: Approved
Comments:

Reviewing Agency: Construction Engineering Review

Review Status: Approved - No Response

Comment Report

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07/01/2022

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Location: Albion St between 13th and 14th **Review End Date:** 03/30/2022

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

Reviewers Name: Kim Blair
Reviewers Email: Kim.Blair@denvergov.org
Status Date: 03/31/2022
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: 03/31/2022
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: 03/31/2022
Status: Approved - No Response
Comments:

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

Status Date: 03/31/2022
Status: Approved
Comments: PWPRS Project Number: 2022-RELINQ-0000005 - Albion St. and 13th Avenue Easement Relinquishment
Reviewing Agency/Company: CenturyLink
Reviewers Name: Lisa GALLEGOS-THOMPSON
Reviewers Phone: 406-443-0583
Reviewers Email: lisa.gallegos@lumen.com
Approval Status: Approved

Comments:

Attachment: Vacate No reservation.pdf

REDLINES uploaded to E-review webpage

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

Status Date: 03/31/2022
Status: Approved
Comments: PWPRS Project Number: 2022-RELINQ-0000005 - Albion St. and 13th Avenue Easement Relinquishment
Reviewing Agency/Company: Public Service Company of Colorado (PSCo) dba Xcel Energy
Reviewers Name: Donna George
Reviewers Phone: 13035713306
Reviewers Email: donna.l.george@xcelenergy.com

Comment Report

Albion St. and 13th Avenue Easement Relinquishment

07/01/2022

Master ID: 2022-PROJMSTR-0000138 **Project Type:** ROW Relinquishment
Review ID: 2022-RELINQ-0000005 **Review Phase:**
Location: Albion St between 13th and 14th **Review End Date:** 03/30/2022

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

Approval Status: Approved

Comments:

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

Status Date: 03/31/2022
Status: Approved - No Response
Comments:

Reviewing Agency: DS Project Coordinator Review Review Status: Approved

Reviewers Name: Tiffany Holcomb
Reviewers Email: Tiffany.Holcomb@denvergov.org
Status Date: 03/31/2022
Status: Approved
Comments: PWPRS Project Number: 2022-RELINQ-0000005 - Albion St. and 13th Avenue Easement Relinquishment
Reviewing Agency/Company: Development Services / Project Coordination
Reviewers Name: Tiffany Holcomb
Reviewers Phone: 720-865-3018
Reviewers Email: Tiffany.Holcomb@denvergov.org
Approval Status: Approved

Comments:

Reviewing Agency: DES Transportation Review Review Status: Approved

Reviewers Name: Matthew Farmen
Reviewers Email: Matt.Farmen@denvergov.org
Status Date: 03/29/2022
Status: Approved
Comments:

Reviewing Agency: DES Wastewater Review Review Status: Approved

Reviewers Name: Daniel Harris
Reviewers Email: Danny.Harris@denvergov.org
Status Date: 03/30/2022
Status: Approved
Comments:

Reviewing Agency: ERA Transportation Review Review Status: Approved

Reviewers Name: Paul Weller
Reviewers Email: Paul.Weller@denvergov.org
Status Date: 03/25/2022
Status: Approved

2022-RELINQ-0000005

Comment Report

Albion St. and 13th Avenue Easement Relinquishment

07/01/2022

Master ID: 2022-PROJMSTR-0000138 **Project Type:** ROW Relinquishment
Review ID: 2022-RELINQ-0000005 **Review Phase:**
Location: Albion St between 13th and 14th **Review End Date:** 03/30/2022

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

Comments:

Reviewing Agency: ERA Wastewater Review Review Status: Approved

Reviewers Name: Michael Sasarak
Reviewers Email: Mike.Sasarak@denvergov.org

Status Date: 03/16/2022
Status: Approved
Comments:

Reviewing Agency: RTD Referral Review Status: Approved

Status Date: 03/31/2022
Status: Approved
Comments: PWPRS Project Number: 2022-RELINQ-0000005 - Albion St. and 13th Avenue Easement Relinquishment
Reviewing Agency/Company: RTD
Reviewers Name: C. Scott Woodruff
Reviewers Phone: 303-299-2943
Reviewers Email: clayton.woodruff@rtd-denver.com
Approval Status: Approved

Comments:

Reviewing Agency: CDOT Referral Review Status: Approved

Status Date: 03/31/2022
Status: Approved
Comments: PWPRS Project Number: 2022-RELINQ-0000005 - Albion St. and 13th Avenue Easement Relinquishment
Reviewing Agency/Company: CDOT Region 1 ROW/survey
Reviewers Name: dane courville
Reviewers Phone: 7206720231
Reviewers Email: dane.courville@state.co.us
Approval Status: Approved

Comments:

Does not affect CDOT on-system ROW. Proposed effort is approved as the location does not affect CDOT ROW.