

## 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**



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:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

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.

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  
**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: 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

## 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.

**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



# 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.