



# Application for Release of Easement

## Existing Drainage Easements

**PLEASE NOTE: This is an application only, and in no way guarantees the release of any easements.**

**Easement Description:** \_\_\_\_\_ **Associated Project Number(s):** \_\_\_\_\_

**Property Address:** \_\_\_\_\_ **Parcel Number:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

**Owner:** \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

### Submittal Requirements:

In order to review the easement release request, the following information must be submitted:

1. Completed application (this form) and non-refundable processing fee of \$ \_\_\_\_\_. (fees subject to change every July)
2. A Title Insurance Commitment; must be current (within the past 30 days). This serves to verify that the party requesting the easement release is the party having interest in the easement and verifies other encumbrances to the property that might impact a release and/or rededication. (see the minimum submittal requirements at <http://www.scottsdaleaz.gov/bldgresources/planreview/title>)
3. Copy of the original recorded plat map or document that dedicated the easement.
4. A letter of authorization from the property owner, or signature below.
5. Written explanation of the reason(s) the owner requests the easement be released on 8 1/2 x 11" paper.
6. A statement by a registered civil engineer in the State of Arizona certifying that the release or modification will not increase flood levels, and will not increase flooding hazards within, upstream or downstream of the altered portion of the watercourse.
7. A Grading & Drainage plan, clearly depicting the existing Drainage Easement and proposed conditions (location of the proposed new easement) and one Drainage Report; both must be prepared and sealed by a civil engineer registered in the state of Arizona. (these requirements may be reduced or modified through prior discussion and approval by the City's Storm Water Management Department)
8. One copy of a combination, one-hundred scale, city LIS aerial photo, with easements, and parcel layers overlaid with subject parcel clearly identified, with as a minimum, all adjacent parcels included.
9. A legal description and graphic exhibit of the easement, or portion thereof, to be released on 8 1/2" x 11" paper. Documents must conform to Maricopa County Recorder's office guidelines including 1/2" borders on all sides, 10-point minimum font, no faxes or copies will be accepted.

If it is necessary to dedicate additional easement area to replace that which is being released (to meet the minimum requirements for the lot), the following information must also be submitted:

10. A legal description and graphic exhibit for the proposed easement area on 8 1/2" x 11" paper. Documents must conform to Maricopa County Recorder's office guidelines including 1/2" borders on all sides, 10-point minimum font, no faxes or copies will be accepted.

**NOTE:**

- **Signed Easement Dedication forms (signed by owners) and Confirmation of Dedication forms (signed by beneficiary(s)) will be requested only after the legal description and graphic exhibits are reviewed by City staff and accepted for processing.**
- **Additional information may be requested during the review process.**
- **Review time will be 30 days from the time of receipt of a complete submittal.**

\_\_\_\_\_  
Owner/Applicant Signature

\_\_\_\_\_  
Date

#### Official Use Only:

Ready to Submit:

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Planning, Neighborhood & Transportation Division

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