



# Application for Release of Easement

## Natural Area Open Space (NAOS) & Vista Corridor Easements

Per Revised Code, Section 47-123 - 47-125

**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. Please provide justification of why this proposal is of equal or greater benefit from an environmental design standpoint than the current NAOS alignment. Include such factors as topography, native plant density, boulder outcroppings, NAOS continuity with adjacent properties, and wash and animal corridors.
6. One revised 24" x 36" architectural or grading and drainage site plan identifying the proposed changes.
7. 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.
8. If NAOS is requested to be released without being rededicated elsewhere on site, submit documentation that the minimum required amount of NAOS is still being met.

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:

9. 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.**
- **Any net decrease in NAOS area may result in additional Water and Sewer Impact & Water Resource fees.**
- **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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