



Application for Release of Easement Existing Trail Easements

City Code Volume II Sec. 47-121 -- 127

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

Easement Description: _____ **Project Number:** _____ - RE - _____

Property Address: _____ **Parcel Number:** _____

Applicant: _____

Phone: _____ Fax: _____

E-mail: _____

Address: _____

Owner: _____

Phone: _____ Fax: _____

E-mail: _____

Address: _____

Prior to submittal, request a Trails Plan Impact Analysis by contacting Scott Hamilton, Trails Planner, at 480-312-7722 or e-mail sHamilton@scottsdaleaz.gov. If approved, he will provide the necessary authorization to apply for release of trail easement (see submittal requirement item no. 2 below).

Submittal Requirements:

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

1. Evidence of property ownership, such as a deed or a title report dated within the past 90 days, must be submitted in order to verify that the party requesting the easement release is the party having interest in the easement. If ownership records are older than 90 days, provide update letter from the Title Company
2. If the easement is a Trail Easement, written authorization from the City's Trails Planner must accompany the application.
3. A legal description of the easement to be released on 8-1/2" x 11" paper. A graphic of the easement to be released on 8-1/2" x 11" paper. Documents must conform to Maricopa County Recorders office guidelines including 1/2" borders on all sides, 10-point font, no faxes or copies.
4. Written explanation of the reason(s) the easement is requesting to be released.
5. Copy of the original recorded easement document.
6. Non-refundable processing fee of \$_____
7. If a new dedication is needed, legal descriptions, graphics, and appropriate dedication and consent forms must be submitted.

To receive a recorded copy of your release of easement include a self-addressed envelope with your submission.

Applicant Signature

Date

Official Use Only:

Request: Approved Denied

Staff Signature: _____

Date: _____

Planning, Neighborhood & Transportation Division

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