



# Application for Release of Easement

## Not to be used for NAOS or Drainage Easements

Per City Code Title II, Sections 11-301 -- 11-307

**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:

- | Utility Company    | Contact             | Phone        | Fax          | E-Mail   |
|--------------------|---------------------|--------------|--------------|--|
| APS                | Michael Bouche      | 602-371-7033 | 602-371-6586 | <a href="mailto:michael.bouche@aps.com">michael.bouche@aps.com</a>     |
| SRP                | Matt Streeper       | 602-236-3105 | 602-236-8193 | <a href="mailto:matt.streeper@srpnet.com">matt.streeper@srpnet.com</a> |
| Century Link       | Debra Ramsey-Stilen | 602-630-0492 | 480-831-0294 | <a href="mailto:bics@centurylink.com">bics@centurylink.com</a>         |
| City of Scottsdale | Doug Mann           | 480-312-5636 | 480-312-5615 | <a href="mailto:dmann@scottsdaleaz.gov">dmann@scottsdaleaz.gov</a>     |
| Cox Communications | Traffic Mgmt Center | 623-328-3554 | 623-322-7500 | <a href="mailto:phx.tmc@cox.com">phx.tmc@cox.com</a>                   |
| Southwest Gas      | Greg Cooper         | 602-484-5276 | 602-484-5353 | <a href="mailto:greg.cooper@swgas.com">greg.cooper@swgas.com</a>       |
- Completed application (this form) and non-refundable processing fee of \$ \_\_\_\_\_ (fees subject to change every July)
  - 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>)
  - Copy of the original recorded plat map or document that dedicated the easement.
  - A letter of authorization from the property owner, or signature below.
  - Written explanation of the reason(s) the owner requests the easement be released on 8 1/2 x 11" paper.
  - One revised 24" x 36" architectural or grading and drainage site plan identifying the proposed changes.
  - 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 the easement is a Utility Easement, written authorization must be obtained from each of the affected utility companies (i.e. those that have a right to locate their facilities within the easement).

If it is necessary to dedicate additional easement area to replace that which is being released, the following information must also be submitted:

- 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

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 • Phone: 480-312-7000 • Fax: 480-312-7800