



Application for Release of Easement

Multiple Easement Types: using a Map of Release only

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: _____

Others authorized to pick up plans: _____

Submittal Requirements:

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all information in above section and without all items marked below.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Completed application (this form) and non-refundable processing fee of \$ _____.(fees subject to change every July)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Title Insurance Commitment; issued within 30 days of this application submittal. 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.(minimum submittal requirements http://www.scottsdaleaz.gov/building-resources/plan-review/title)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Copy of the original recorded plat map or document that dedicated the easement(s).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Letter of authorization from the property owner, or property owner's signature below.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Written explanation of the reason(s) the owner requests the easement be released, on 8 1/2" x 11" paper.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. 3 copies of a Map of Release (24" x 36" recordable map identifying the easements to be released). Documents must be prepared by a registered land surveyor and conform to Maricopa County Recorder's office requirements for recordable maps.
<input type="checkbox"/>	<input type="checkbox"/>	7. Grading & Drainage Plan, clearly depicting the existing Drainage Easement and proposed conditions (location of the new easement if necessary) and Drainage Report; both must be prepared and sealed by a registered civil engineer. (These requirements may be modified through prior approval by the City's Stormwater Management staff).
<input type="checkbox"/>	<input type="checkbox"/>	8. Statement by a registered civil engineer 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.
<input type="checkbox"/>	<input type="checkbox"/>	9. 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.
<input type="checkbox"/>	<input type="checkbox"/>	10. If the proposed release involves a Public Non-Motorized Access Easement (or similar), written authorization must be obtained from the City of Scottsdale's Transportation Department prior to submitting this application.
<input type="checkbox"/>	<input type="checkbox"/>	11. If the proposed release involves a Public 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) and submitted with this application.

NOTE:

- If it is necessary to dedicate additional easement area to replace that which is being released, that action should occur with an associated Final Plat or Map of Dedication submittal.
- Additional information may be requested during the review process.

Utility Company	Contact	Phone	Fax	E-Mail
APS	Michael Bouche	602-371-7033	602-371-6586	michael.bouche@aps.com
SRP	Matt Streeper	602-236-3105	602-236-8193	matt.streeper@srpnet.com
Century Link	Right-Of-Way Dept.	N/A	N/A	phnrow@centurylink.com
City Water Dept.	Chris Hassert	480-312-5681	480-312-5615	chassert@scottsdaleaz.gov
Cox Communications	Traffic Mgmt Center	623-328-3554	623-322-7500	phx.lmc@cox.com
Southwest Gas	Right-Of-Way Dept.	N/A	N/A	caz-rowrequest@swgas.com

Owner/Applicant Signature

Date

Planning and Development Services

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 • Phone: 480-312-2500 • Fax: 480-312-7088