Application for Release of Easement

Natural Area Open Space (NAOS) and Vista Corridor Easements 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: _____	**Owner:** _____
Phone: _____ Fax: _____	Phone: _____ Fax: _____
E-mail: _____	E-mail: _____
Address: _____	Address: _____

Others authorized to pick up plans:_____

Submittal Requirements:

Reqd	Recd	Description of Documents Required for Complete Application. **No application shall be accepted without all information in above section and without all items marked below.**
☑	☐	1. Completed application (this form) and non-refundable processing fee of $ _____.(fees subject to change every July)
☑	☐	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)
☑	☐	3. Copy of the original recorded plat map or document that dedicated the easement.
☑	☐	4. Letter of authorization from the property owner, or property owner's signature below.
☑	☐	5. Written explanation of the reason(s) the owner requests the easement be released, on 8 ½" x 11" paper.
☑	☐	6. Revised 24" x 36" architectural or grading and drainage site plan identifying the proposed changes.
☑	☐	7. Legal description and graphic exhibit of the easement, or portion thereof, to be released, on 8 ½" x 11" paper. Documents must be prepared by a registered land surveyor and conform to Maricopa County Recorder's office requirements. (including ½" 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, the following information must also be submitted:		
☐	☐	9. Legal description and graphic exhibit for the proposed easement area on 8 ½" x 11" paper. Documents must be prepared by a registered land surveyor and conform to Maricopa County Recorder's office requirements. (including: ½" borders on all sides, 10-point minimum font, no faxes or copies will be accepted)

NOTE:

- Easement Dedication forms (signed by owners) and Confirmation of Dedication forms (signed by beneficiary(s)) will be accepted only after the legal description and graphic exhibits are approved by City staff.
- Additional information may be requested during the review process.

_____ 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