



**CITY OF SCOTTSDALE  
PLANNING AND DEVELOPMENT SERVICES**

\_\_\_\_\_RE\_\_\_\_\_

**APPLICATION TO RELEASE EXISTING Trail EASEMENT  
(Per City Code Title II, Sections 11-301 -- 11-307)**

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX \_\_\_\_\_

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 trail coordinator 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 \$\_\_\_\_\_. (for fee information, call 480-312-2500)
7. If a new dedication is needed, legals, graphics, and appropriate dedication and consent forms must be submitted.

**NOTE:** This is only an application and in no way guarantees the release of any of the easements requested for release.

\_\_\_\_\_  
Signature of Applicant