



# Application for Release of Easement

## Not to be used for Release of 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.**

Type of Easement: \_\_\_\_\_ Project Number: \_\_\_\_\_ - RE - \_\_\_\_\_

Property Address: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Owner: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

### Submittal Requirements:

- Evidence of property ownership; must be current (within the past 90 days). This serves 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.

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	Judy Drum	602-236-3116	602-236-8193	<a href="mailto:judy.drum@srpnet.com">judy.drum@srpnet.com</a>
Qwest	Chris (Maria) Lertique	602-630-0492	480-831-0294	<a href="mailto:maria.lertique@qwest.com">maria.lertique@qwest.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>

- 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).
- 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.
- Written explanation of the reason(s) the easement is requesting to be released.
- Copy of the original recorded easement document.
- Non-refundable processing fee of \$ .
- If a new dedication is needed, provide signed original copy of appropriate dedication document along with a legal description and graphic (on 8-1/2" x 11") of the easement proposed to be dedicated.
  - Additional information may be requested during the review process.
  - Review time will be 30 days from the time of receipt of a complete submittal.

**Other easements may need different or additional documentation.  
For further information regarding release of easements please call (480) 312-7000.**

*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 & Development Services Department

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-7000 ♦ Fax: 480-312-7088