Planning Division
Community Development Department
THE CITY AND COUNTY OF BROOMFIELD

EASEMENT RELEASE CHECKLIST

Project Name:_____**Case No.:**_____

Please note that unless a requirement is waived in writing, an application missing any of the items below will be considered incomplete and will not be processed.

Staff Consultation

- ❑ A consultation with a Planner is recommended prior to application submittal. The consultation may be by phone or in person.

Executed Forms

- ❑ Development Application - Original, Signed by Owner and Notarized.

Current Proof of Ownership

- ❑ Proof of Ownership/Title Commitment.

Minimum / Initial Requirements

- ❑ **Release of Easement Document** (See attached).
  - ❑ **Exhibit A – Sheet 1, Legal Description,** typically a metes and bounds description
  - ❑ **Exhibit A – Sheet 2, Exhibit,** depicting easement location or portion thereof to be vacated
- ❑ Written narrative explaining why the easement release is requested.
- ❑ Electronic Copy of Legal Description – If the legal description is longer than one page, include an electronic copy on disk in MS Word format.

Requested Easement Release

- ❑ Easement dedicated or conveyed to the City and County of Broomfield.

  Yes _____, No _____
- ❑ Easement, or portion thereof, is not in use.

  Yes _____, No _____
- ❑ Easement, or portion thereof, will not be used in the future.

  Yes _____, No _____
- ❑ Written approval of affected utility companies or public agencies (attach letters of consent if applicable).

  Yes _____, No _____

To be completed by Planning:

- ❑ APPLICATION COMPLETE AND ACCEPTED
- ❑ Date:_____

City and County of Broomfield

RELEASE OF EASEMENT

THE CITY AND COUNTY OF BROOMFIELD, a Colorado municipal corporation and county, for valuable consideration, the receipt and adequacy of which are hereby acknowledged, does hereby forever remise and release all of its right, title, and interest in and to those Easements described in Exhibit A, which by this reference is incorporated herein.

THE CITY AND COUNTY OF BROOMFIELD, COLORADO

_____
City and County Manager

ATTEST:

_____
City Clerk

STATE OF COLORADO)
) ss.
COUNTY OF BROOMFIELD)

The foregoing instrument was acknowledged before me this ___ day of _____, 20___, by _____, as city and county manager of The City and County of Broomfield.

WITNESS my hand and official seal.

My Commission expires _____.

(SEAL)

_____
Notary Public