

Easement Vacations & Easement Encroachments

(Processing Times: 4-6 weeks or 6-8 weeks)

DAB

Vacations & Encroachments

605

Development Assistance Bulletin

To begin, contact Real Estate Services and submit the following documents:

1. Signed "Public Request for Services Form", obtained through our website: [www.coloradosprings.gov/Real Estate Services](http://www.coloradosprings.gov/RealEstateServices), or directly from our office. It must be signed by the applicant and one property owner;
2. \$160.00 check or money order, payable to City of Colorado Springs;
3. Current Utility Locates (or an ALTA Survey) are required. Call 811. When completed (approx. 3 days), collect the sketch staked on the property and submit with the rest of your paperwork;
4. A copy of the Easement Agreement or the plat that initially created the easement in question;
5. Survey, Site Plan, Improvement Location Certificate (ILC) or a scale drawing showing the location of the easement(s) to be vacated or encroached upon;

Here is our process and timeline:

Easement Vacation <u>4-6 Weeks</u> for processing	Easement Encroachment <u>6-8 Weeks</u> for processing
\$160 fee and all required documentation received in Real Estate Services	
Request submitted to City reviewers for comment and approval	
-- IF AND WHEN APPROVAL IS RECEIVED --	
Obtain Statement of Authority, or signature & notarization information from Applicant, if applicable.	Obtain Statement of Authority, or signature & notarization information from Applicant
If applicable, Applicant to submit legal exhibits A & B, signed & sealed (samples available upon request)	Applicant to submit required legal exhibits B & C, signed & sealed (samples available upon request)
Quitclaim Deed finalized	Easement Encroachment License finalized
Obtain approval of legal description/exhibits from a City surveyor	
15-day notification sent to the City's cable franchisees	
Obtain City Attorney "Approval As to Form"	Applicant to obtain property owner(s) notarized signature(s)
If approval is conditional, Applicant to obtain property owner(s) notarized signature(s)	Request and obtain recording fee from Applicant
Request and obtain recording fee from Applicant	Obtain Project Manager's signature
Obtain Mayor's signature	Obtain City Attorney "Approval As to Form"
Obtain City Clerk's attestation	Obtain Real Estate Services Manager signature
Electronically record with El Paso County Clerk & Recorder	
Mail original copy of quitclaim deed to Applicant	Email or mail copy of recorded license to Applicant

City of Colorado Springs
Real Estate Services
A Division of Planning & Development

[www.coloradosprings.gov/Real Estate Services](http://www.coloradosprings.gov/RealEstateServices)

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