



Request for Easement Release

Applicant Name: _____

Applicant Email: _____

Applicant Phone: _____

Applicant Mailing Address: _____

Owner Name (if different from Applicant): _____

Address where easement of interest is located: _____

Identify requested release: _____

Reason for requested release: _____

Please Attach:

- Plot plan showing easement/portion of easement proposed to be released
- Copy of plat map where lot and easement were created
- Reference Plat Map Book: _____ Page: _____
- Fee (\$235)

Please Note:

1. This request for an easement release can be filed at any time.
2. This request, once received in full, will be sent to the various utility companies for their review and response. If all service providers agree to the requested release, it can be scheduled for the Planning Board's consideration. The Planning Board has final approval on the release request.
3. The Planning Board meets the third Wednesday of each month. A request for an easement release received in full at least 21 days in advance of the Planning Board's meeting will typically have received all reviews in time to be scheduled for the Board's consideration, if the review supports the release.
4. After the Board's decision, a deed of abandonment and release will be drawn up by the City Attorney's office, to be recorded by staff. Once that recordation has taken place any related permits can be approved.
5. If the easement is still needed for operations by any of the utility companies involved, the requested release cannot be approved.
6. Please note that the review fee covers a portion of the expenses of reviewing the request and cannot be refunded, regardless of whether the easement in the end is recommended for release or not.