



**PUBLIC REQUEST FOR SERVICES FORM**

**Requestor's Contact Information**

Date of Submittal: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

Relationship to property owner: \_\_\_\_\_

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

Requestor Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Requestor E-mail: \_\_\_\_\_

**Property Information**

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

Parcel Number(s): \_\_\_\_\_  
(Assessor's Parcel Number/Tax Schedule Number)

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

Is this Request made in conjunction with a submittal to the Planning Department ?     Yes     No

If yes, Planner name: \_\_\_\_\_

Planning's Project Name: \_\_\_\_\_

Planning's Project Number: \_\_\_\_\_

**Request**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that if this request is approved, it is issued on the representations made in this submittal, and any approval or subsequently issued services may be revoked without notice if there is a breach of representations or conditions of approval. The requestor(s) by their signature understands and agrees that they are responsible for the payment for processing prior to receiving services.

\_\_\_\_\_  
Signature of Property Owner                      Date  
(or Letter of Authorization)

\_\_\_\_\_  
Signature of Requestor    Date

**RES STAFF USE ONLY**

Received by \_\_\_\_\_

RES Manager \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Assigned to RES Staff \_\_\_\_\_

Date: \_\_\_\_\_

<u>Service Requested</u>
<input type="checkbox"/> Easement Vacation - \$160.00
<input type="checkbox"/> Easement Encroachment - \$160.00
<input type="checkbox"/> Avigation Easement (no fee)
<input type="checkbox"/> Revocable License – (no fee)
<input type="checkbox"/> Lease (no fee)
<input type="checkbox"/> Research - \$28.00/hour
See attached Instructions for further details
Payment for processing will be collected at initial request, except for research requests. Checks or money orders should be made payable to <u>The City of Colorado Springs</u> .
Recording costs will apply to all requests.



**INSTRUCTIONS FOR PUBLIC REQUEST FOR SERVICES FORM**

**CONTACT REAL ESTATE SERVICES:**

Street address: 30 South Nevada Avenue (@ Colorado Avenue), Suite 502, Colorado Springs, CO 80903  
Mailing address: P.O. Box 1575, MC 525, Colorado Springs, CO 80901-1575  
Tel: (719) 385-5920; Fax: (719) 385-5610  
E-mail: [realestateservices@springsgov.com](mailto:realestateservices@springsgov.com) Website: [www.coloradosprings.gov](http://www.coloradosprings.gov)

**List of Services**

**\*\*PLEASE READ CAREFULLY. FAILURE TO SUBMIT ANY ITEM COULD RESULT IN A DELAY OF YOUR PROJECT\*\***

**EASEMENT VACATION – (Please allow 4-6 weeks for processing)**

To begin your project, submit the following documents to Real Estate Services:

1. Signed Public Request for Services Form. Form must be signed by the applicant and a property owner;
2. \$160.00 fee. Check or money order, payable to City of Colorado Springs.
3. Utility Locates (contact Central Locators by dialing 811 to request the locations of **ALL** utility lines on the property); once Locates have been completed, please collect the diagram staked on the property and submit with the rest of your paperwork;
4. Survey showing the location of the easement, or portion of easement to be vacated (if easement is to be vacated in its entirety, a site plan drawn to scale will suffice). If Colorado Springs Utilities has lines in the area, the lines may also need to be shown on the survey;
5. A copy of the Plat or the Easement Agreement that initially created the Easement in question;
6. The cost of recording will apply.

If the vacation is approved, a quitclaim deed will be processed by the City, and the property owner may be required to execute an acceptance. If applicable, a Statement of Authority for an authorized signer of the entity will be needed.

If the City requires legal exhibits for the vacation (i.e., for portions of easements), they must be prepared by a Colorado Licensed Professional Land Surveyor, be signed and sealed, and consist of the following (sample available upon request):

- Exhibit A - a legal description of the area to be vacated; and
- Exhibit B - a depiction of the area being vacated.

Please contact Barbara Reinardy at (719) 385-5601 or by e-mail at [breinardy@springsgov.com](mailto:breinardy@springsgov.com).

**NOTE:** In accord with § 9.1.c of The City of Colorado Springs Procedure Manual for the Acquisition and Disposition of Real Property Interests adopted by City Council September 11, 2007, a denial of an easement vacation request is **not appealable**.

**AVIGATION EASEMENT – (Please allow 4 weeks for processing)**

To begin your project, submit the following documents to Real Estate Services:

1. Signed Public Request for Services Form, to include the property involved and the applicant's contact information. **Note:** Property owner signature is not necessary at this time.
2. Legal descriptions prepared by a Colorado Licensed Surveyor, signed and sealed (sample available upon request):
  - Exhibit A – a written description of the area;
  - Exhibit B – a depiction of the property;
3. Statement of Authority for an authorized signer of the property owner entity (or provide the information so one may be prepared);

Please contact Barbara Reinardy at (719) 385-5601 or by e-mail at [breinardy@springsgov.com](mailto:breinardy@springsgov.com).



**EASEMENT ENCROACHMENT – (Please allow 6-8 weeks for processing)**

To begin your project, submit the following documents to Real Estate Services:

1. Signed Public Request for Services Form. Form must be signed by the applicant and a property owner;
2. \$160.00 fee. Check or money order, payable to City of Colorado Springs.
3. Utility Locates (contact Central Locators by dialing 811 to request the locations of **ALL** utility lines on the property); be sure to collect the diagram staked on the property and submit with the rest of your paperwork;
4. Survey showing the location of the easement, or portion of easement to be encroached upon;
5. A copy of the Plat or the Easement Agreement that initially created the Easement in question.
6. If applicable, a Statement of Authority for an authorized signer of the property owner entity;
7. The cost of recording will apply.

If the encroachment is approved, the controlling department will determine whether an Easement Encroachment License or letter will be issued.

If an Easement Encroachment License is provided, legal exhibits are required, must be prepared by a Colorado Licensed Professional Land Surveyor, and be signed and sealed. The exhibits will be as follows (sample available upon request):

Exhibit A – (prepared by Real Estate Services) a description of the document establishing the easement to be encroached upon. This may be the recording information of an easement document, or a reference to the recorded plat in the case of a platted easement;

Exhibit B - a written description of the area of easement encroachment; and

Exhibit C - a depiction of the easement encroachment area.

Please contact Barbara Reinardy at (719) 385-5601 or by e-mail at [breinardy@springsgov.com](mailto:breinardy@springsgov.com).

**NOTE:** In accord with § 9.1.c of The City of Colorado Springs Procedure Manual for the Acquisition and Disposition of Real Property Interests adopted by City Council September 11, 2007, a denial of an easement encroachment request is not appealable.

**REVOCABLE LEASE OR LICENSE – (Please allow 4 weeks for processing)**

To begin your project, submit the following documents/information to Real Estate Services:

1. Signed Public Request for Services Form. Form must be signed by the applicant and property owner;
2. Map showing the location, area and size of the lease or license area;
3. Proposed use;
4. Terms of the license/lease;
5. Special conditions (limitations, restrictions on use and occupancy).
6. Statement of Authority for an authorized signer of the property owner entity (or provide the information so one may be prepared);

More information may be required depending on the nature of the land use and the requested license. Should you have any questions, please contact Barbara Reinardy at (719) 385-5601 or by e-mail at [breinardy@springsgov.com](mailto:breinardy@springsgov.com).

**RECORDING COSTS**

The applicant must pay the cost to record any document with the El Paso County Clerk and Recorder: \$11.00 for the first page, \$5.00 for each additional page, plus an additional \$2.00 per document for electronic filing. The amount will be confirmed and requested once the document(s) is finalized. Only checks or money orders are accepted and should be made payable to the **City of Colorado Springs**, unless otherwise instructed.