



# EASEMENT RELEASE

Community Development Department • Planning Division

Applicants must submit the following information in order for the application to be deemed complete and accepted. An application missing any of the items below will be considered incomplete and cannot be processed until the missing items are provided. All information must be submitted following the specifications listed in the [Submittal Guidelines document](#).

- Pre-Application Meeting** - Date: \_\_\_\_\_ Planner: \_\_\_\_\_  
*(It is highly recommended to meet with a member of the Planning staff at least two weeks prior to plan submittal. Use this [Pre-Application Meeting Request](#) form and submit to [Planning@Broomfield.org](mailto:Planning@Broomfield.org). The meeting provides an opportunity for the applicant to discuss the development proposal and receive preliminary comments and direction from various city department representatives.)*
- Requested Easement Release Type** (Check All That Apply)
  - Easement dedicated or conveyed to the City and County of Broomfield.
  - Easement, or portion thereof, is not in use.
  - Easement, or portion thereof, will not be used in the future.
  - Written approval of affected utility companies or public agencies *(include letter(s) of consent as a combined separate file named: **Letter(s) of Consent***

### **APPLICATION SUBMITTAL DOCUMENTS:**

Submit email with a pdf of all items listed on the checklist below to [planningapps@broomfield.org](mailto:planningapps@broomfield.org). Provide online submittal with a pdf of all items listed on the checklist below. Dropbox or other file sharing tools may be used if needed. All files must be named and organized in accordance with the [Submittal Guidelines](#).

- Application Packet (mm-dd-yyyy)** (Development Review Application and Checklist)  
Items waived by city staff must include the authorizing staff member's name next to the checkbox.
- Proof of Ownership (mm-dd-yyyy)**  
(Title Commitment current within 60 days from date of application)
  - Include electronic link with live links to exceptions
- Request Letter (mm-dd-yyyy)**  
Written description of why the easement release is requested.
- Release of Easement Document (mm-dd-yyyy) - attached**
  - Exhibit A**
    - Legal Description** - typically a metes and bounds description
    - Exhibit** - depicting easement location or portion thereof to be vacated

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### **To be completed by Planning:**

- INCOMPLETE APPLICATION AND APPLICANT INFORMED ON: \_\_\_\_\_ (date)
- APPLICATION COMPLETE AND ACCEPTED ON: \_\_\_\_\_ (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 and attached herein.**

**THE CITY AND COUNTY OF BROOMFIELD,  
COLORADO**

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**City and County Manager**

**ATTEST:**

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**City & County Clerk**