



Public Request for Services Form

Requestor's Contact Information

Date of Submittal:
Name of Requestor:
Relationship to property owner:
Requestor Address:
Requestor Telephone:
Requestor E-mail:

Property Information

Property Owner:
Parcel Number(s):
Property Address:
Is this Request made in conjunction with a submittal to the Planning Department?

If yes, Planner name:
Planning's Project Name:
Planning's Project Number:

Request

Request description lines

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.

Signature of Owner Date Signature of Requestor Date

RES STAFF USE ONLY

Received by RES Manager
Date:
RES Staff
Date:

Service Requested*

- Disposal (no fee)
Easement Encroachment - \$160.00**
Easement Vacation - \$160.00**
Revocable License - (no fee)
Lease (no fee)
Research - \$28.00/hour

*See "Instructions" for further details
Payment for processing will be collected at time of request, except for research requests. Checks should be made payable to The City of Colorado Springs.

** The applicant must pay the recording fees of \$11.00 for the first page, \$5.00 for each additional page, plus an additional fee of \$2.00 per document for SimpliFile. These fees will be collected from applicant prior to recording of documents. Checks should be made payable to the City of Colorado Springs.



Instructions for Public Request for Services Form

Contact information for Real Estate Services:

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

Payment for Processing

Payment for processing will be collected at the time of request, except for research requests. Depending on your request, additional fees may be required for recording costs. Service costs are as follows:

- Easement Encroachment - \$160
- Easement Vacation - \$160

Only checks or money orders will be accepted. All checks and money orders must be made payable to the “City of Colorado Springs.”

List of Services

Disposal

Submit a signed Public Request for Services Form. The process may take up to twelve weeks to determine if the property is surplus and may be sold. Should you have any questions, please contact Lois Ruggera at (719) 385-5611, or by e-mail at lruggera@springsgov.com.

Easement Vacation

Submit the following documents to Real Estate Services:

1. Signed Public Request for Services Form. Form must be signed by the applicant and property owner;
2. Utility locates (contact Central Locators by dialing 811 to request and obtain written proof showing the locations of all utility lines on the property);
3. Survey showing 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 for this purpose), note: if Colorado Springs Utilities has lines in the area, the lines may also need to be shown on the survey; and
4. Check or money order for payment of the fee.
5. Statement of Authority, if applicable.

If approved, a quitclaim deed will be processed by the City (See Note). If the City requires Exhibits for the Deed, they must be prepared by a Colorado Licensed Professional Land Surveyor, be signed and sealed, and consist of the following:

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

The property owner may be required to execute an acceptance on the deed.

Recording Fees. The applicant must pay the recording fees of \$11.00 for the first page, \$5.00 for each additional page, plus an additional fee of \$2.00 per document for SimpliFile. These fees will be collected from applicant prior to recording of documents. Checks should be made payable to the **City of Colorado Springs.**

Easement Encroachment

Submit the following documents to Real Estate Services:

- 1. Signed Public Request for Services Form. Form must be signed by the applicant and property owner;
- 2. Utility locates (contact Central Locators by dialing 811 to request and obtain written proof showing the locations of all utility lines on the property);
- 3. Site plan or Improvement Location Certificate showing the easement and the clearly depicting the area of encroachment; note: if Colorado Springs Utilities has lines in the area, the lines may also need to be shown on the site plan; and
- 4. Check or money order for payment of the fee.
- 5. Statement of Authority, if applicable.

If approved, the controlling department will determine whether an Easement Encroachment License or letter will be issued (See Note). If an Easement Encroachment License is provided, exhibits are required. Depending on the scope of the project, Colorado Springs Utilities may require that exhibits be prepared by a Colorado Licensed Professional Land Surveyor, and be signed and sealed. The exhibits will be as follows:

Exhibit A - 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.

Recording Fees. The applicant must pay the recording fees of \$11.00 for the first page, \$5.00 for each additional page, plus an additional fee of \$2.00 per document for SimpliFile. These fees will be collected from applicant prior to recording of documents. Checks should be made payable to the **City of Colorado Springs.**

Revocable Lease or License

Submit a signed Public Request for Services Form, and the following: Map showing the location, area and size of the lease or license area; proposed use; terms of the lease; and special conditions (limitations, restrictions on use and occupancy). More information may be required depending on the nature of the land use and the requested license. Should you have any questions, please contact Lois Ruggera at (719) 385-5611 or by e-mail at lruggera@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 either an easement encroachment or easement vacation request is not appealable.