



Instructions for Required Avigation Easements

Applicant will submit the following to Real Estate Services:

- Property Address(es) and/or Tax Schedule Number(s),
- Land Use Review's:
 1. Project Name and,
 2. Project Number.
- Legal descriptions prepared by a Colorado Licensed Surveyor:
 - Exhibit A** - a written description of the new easement area; and
 - Exhibit B** - a depiction of the easement area.
- Statement of Authority for the ownership entity, if the property is held in a LLC, corporation, etc,
- Applicant's contact information (mailing address, phone/cell number, email address).

Once all items received, above, Real Estate Services will:

- Obtain the latest Vesting Deed showing ownership of the property(s),
- Obtain approval of the exhibits submitted,
- Prepare the Easement document using the information provided by the Applicant and the information contained in the latest Vesting Deed,
- Send the Easement document to applicant to be signed and notarized by property owner,
- Request the Recording Fee from the applicant.

Next, Applicant will submit the following items to Real Estate Services:

- Fully executed and notarized Easement document;
- Check or money order payable to **The City of Colorado Springs** for payment of the recording fee. The fee is based on the following:

\$11.00 for the first page, \$5.00 for each additional page and a \$2.00 fee per document.

Real Estate Services will:

- Obtain the remaining signatures,
- Record the document electronically, and,
- Provide a copy of the recorded Easement to the Applicant.

Contact information for Real Estate Services:

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Real Estate Services Division
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