

Avigation Easements

Processing Time: Approx. Four (4) Weeks

DAB

Avigation Easements

606

Development Assistance Bulletin

Contact Real Estate Services and submit the following information:

1. All Tax Schedule Number(s) involved,
2. Land Use Review's:
 - A. Project Name(s), and
 - B. Project Number(s);
3. Legal exhibits (signed and sealed) prepared by a Colorado Licensed Surveyor:
 - Exhibit A - a written description of the new easement area;
 - Exhibit B - a depiction of the easement area,
4. Statement of Authority (or all information for signature/notarization purposes) for the owner entity,
5. Your contact information (office phone/cell number(s), email address, mailing address).

Once all above listed items have been received, Real Estate Services will:

Obtain City-surveyor approval of the submitted exhibits,
Prepare the Easement document,
Email/Mail the document to be signed and notarized by property owner,
Request and obtain the recording fee,
Request and obtain an Internal Request Form from the Aviation Director, via email,
Request and obtain the Aviation Director's signature on the Agreement, via the City's nteroffice Mail,
Obtain the Real Estate Manager's signature,
Electronically record the Avigation Easement Agreement with the El Paso County Clerk & Recorder,
Email or mail copy of recorded document to Applicant.

Please allow four (4) weeks for processing.

City of Colorado Springs
Real Estate Services
A Division of Planning & Development

www.coloradosprings.gov/Real Estate Services

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