

# REQUEST FOR EASEMENT APPLICATION

## OVERVIEW

The City Charter requires City Council hold a public hearing and adopt an ordinance prior to disposing any City property or granting any rights to City property to outside parties. Requests for easements must be reviewed by staff and then presented to City Council at a public hearing, then the easement and ordinance documents must be signed and recorded at the La Plata County Clerk & Recorder's Office. This application form is for any entity that would like to request an easement across City-owned lands. These easements are requested for utility, drainage, and/or access purposes. If you have any questions, please call the City of Durango Community Development Department—Engineering Division at (970) 375-4850 or visit River City Hall at 1235 Camino Del Rio.

## REQUIRED SUBMITTAL MATERIALS

**Your application cannot be processed without the following information:**

1. A completed, signed application.
2. \$550 application fee.
3. A narrative describing the requested easement, the use and purpose, other benefited parties, timeline of work, benefits to city, safety plan if easement goes through a park, and assertion that there is no alternative to using city property.
4. A survey with a legal description of the requested easement.
5. Draft of Easement Agreement with the City as grantor and applicant as grantee.
6. A scaled site plan showing existing contours, proposed site contours, utilities, structures and existing vegetation as well as the extent of the grading and excavation activity.
7. Any other materials planner or relevant departments deem necessary.

## CONTACT INFORMATION

**APPLICANT:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**APPLICANT PHONE:** \_\_\_\_\_

**APPLICANT E-MAIL:** \_\_\_\_\_

**CONTRACTOR'S BUSINESS LICENSE #:** \_\_\_\_\_

**BOND EXPIRATION DATE:** \_\_\_\_\_

**ARE THE CONTRACTOR'S BUSINESS LICENSE AND BOND CURRENT?**       YES       NO

**IF NO, STOP HERE. NO PERMIT WILL BE ISSUED WITHOUT CURRENT BUSINESS LICENSE AND BOND INFORMATION.**

**NAME OF CONTRACTOR'S ON-SITE RESPONSIBLE PERSON:** \_\_\_\_\_

**ON-SITE RESPONSIBLE PERSON'S CONTACT INFORMATION**

**PHONE:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

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## PROJECT INFORMATION

PROJECT NAME \_\_\_\_\_

PROJECT ADDRESS \_\_\_\_\_ EASEMENT AREA (SF): \_\_\_\_\_

DESCRIPTION OF UNDERGROUND AND ABOVE-GROUND IMPROVEMENTS: (ATTACH ADDITIONAL INFORMATION, IF NECESSARY)

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

DESCRIPTION OF PROPOSED GRADING, EXCAVATION & VEGETATION REMOVAL: (ATTACH ADDITIONAL INFORMATION, IF NECESSARY):

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

**Note: If the work in the easement will involve excavation or ground disturbance, additional stormwater and/or excavation permitting may be required prior to commencement of the work.**

WHAT IS THE EST. VALUE OF THE PROPOSED GRADING AND EXCAVATION WORK? \_\_\_\_\_

**Note: An additional Public Improvements Agreement and/or financial security may be required.**

START DATE: \_\_\_\_\_ FINISH DATE: \_\_\_\_\_ TOTAL # OF WORK DAYS: \_\_\_\_\_

**Note: Additional materials will be required after Easement is granted, before construction of utility line(s) can begin**

## ACKNOWLEDGMENT AND AUTHORIZATION

The undersigned authorizes the Community Development Department to proceed with processing this application under the requirements of the City of Durango Land Use and Development Code (LUDC). The undersigned understands that, unless other arrangements are made, work may not begin within the easement area until the easement documents are finalized and recorded. The undersigned testifies that the above information is accurate to the greatest extent practicable.

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## DEPARTMENT USE ONLY

Application/Fee Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Fee Amount: \_\_\_\_\_

Project Location: \_\_\_\_\_

Is additional review required?  Yes  No If yes, what? \_\_\_\_\_

Building Permit Application #: \_\_\_\_\_ Zoning: \_\_\_\_\_

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

City Council Hearing Date \_\_\_\_\_