



Application for Relinquishment of Easement

****E-PLANS INSTRUCTIONS****

****PLEASE FOLLOW STEPS 1 & 2 BEFORE SUBMITTING THIS APPLICATION****

1. Pre-apply and pay your processing fees online at this [LINK](#)
2. Wait for a "pre-screen complete" e-mail from the City of Springfield with instructions for e-plans review process.
3. Complete this application and upload a digital (pdf) copy through e-plans.

Office Use Only	
Case No.	
Date Filed	
Received By	
Receipt No.	

Fee Amount Paid? \$ _____

[*See Fee Schedule](#)

Type of easement(s) to be relinquished: _____
(for example: utility, access, sanitary sewer, drainage, etc.)

The signers of this application ask that the Planning and Zoning Commission of the City of Springfield, Missouri, relinquish the following described easement **(insert the legal description of the easement you wish to have relinquished here or attach it on a separate sheet of paper)**:

The signers of this application state that this easement should be relinquished for the following reasons (attach a separate sheet of paper if necessary):

Property Owner Signature: _____

List ALL owners of property adjacent to the easement to be relinquished (if a property is in joint ownership, each owner must be listed). The property owners' names must be listed exactly as it appears on their deed. Please give the legal description of the property each owns. A separate sheet of paper may be attached. Those property owners who sign below agree to this relinquishment. **(attach a separate sheet of paper if necessary)**

1. If a new easement is required by the City because of this request, all the property owners whose property will be crossed by the new easement must give the City a new easement and the new easement must be accepted by the City before this relinquish easement request will be placed on an agenda for the Planning and Zoning Commission.
2. Incomplete applications will be returned to the applicant and not placed on Planning and Zoning Commission's agenda.
3. A survey, site plan or other drawing, illustrating the requested relinquishment, and illustrating the replacement easement, if required, must be attached. The survey must be sealed by a registered land surveyor.

CONTACT PERSON (please print):

Name: _____ Address: _____

Phone: _____ E-mail: _____

CHECKLIST FOR APPLICATION TO RELINQUISH EASEMENTS

This checklist is designed to help you make sure that you submit everything that is required for a complete application to relinquish an easement and that you fill out the application form completely. Applications that are complete and submitted to the Development Review Office by 5:00 P.M. on deadline day (see Processing Time Schedule) will be processed for the next scheduled Planning and Zoning Commission meeting. Incomplete applications will be rejected and returned to the applicant and not placed on the agenda. Close attention to the checklist will help avoid a delay in your case being heard by the Planning and Zoning Commission and City Council.

APPLICATION FORM:	
	Have you listed the type of easement to be relinquished?
	Have you included a digital copy of the legal description, in Microsoft Word format, of the easement which you are requesting to have relinquished? The description must be a boundary description, not a general description and you may have to seek the assistance of a registered land surveyor.
	Have you listed the reason or reasons why you believe the street, alley or subdivision should be vacated? You may attach a separate sheet if you need more room.
	Have you listed all the current abutting property owner's name, address and legal descriptions? Has each owner signed the application? (Note: An application may still be submitted even if all abutting property owners are not willing to sign the application. Be aware, however, that Planning Commission may not be able to approve such an application and the request may have to be forwarded to City Council for approval.)
	Have you listed the name, address and telephone number of the person staff can contact with questions?
APPLICATION FEE and RECORDING FEE:	
	Have you determined your application fee from the Fee Schedule and enter it into the Fee Amount Paid box on page 1? (Fees are non-refundable) This fee can be paid at this LINK .
	A recording fee is due for recording the Quit Claim Deed. Additional recording fees may be required if a replacement easement is necessary.
DRAWING ILLUSTRATING REQUEST:	
	Have you attached the required survey, site plan or other drawing, illustrating the requested relinquishment and illustrating the replacement easement (if a replacement easement is required)? The drawings must display the seal of a registered surveyor.

NOTICE: If any public utilities are located within the easement to be relinquished, these utilities must be relocated into a new easement, the new easement must be given to the City by all the adjacent property owners and the easement must be accepted by the City before the application is complete. Until an application is complete, the relinquish easement request will not be placed on the Planning and Zoning Commission's Agenda.

Requests for Tabling. Any applicant may request that the Commission table their application by submitting such request in writing to the Development Review office at least 48 hours in advance of the scheduled meeting at which the application is to be considered. If a request is made less than 48 hours in advance of such meeting, the Commission may, upon good cause shown, table such item upon its own motion.