

## **Colorado Springs Utilities**

### **Submittal and Review Procedures for Easements by separate instrument**

**Upon determining that a utility easement (by separate instrument) will be required for installation of utilities owned and operated by Colorado Springs Utilities (“Utilities”), the Utilities will use the following typical procedures to review, record, and reference the developer-initiated\* utility easements granted by separate instrument to the City of Colorado Springs on behalf of Utilities.**

\*Please refer to City of Colorado Springs Real Estate Handbook, Chapter 6, section 6.1 for applicability.

#### **1.0 Definitions**

- 1.1. **EAR** – Utilities’ Easement Acquisition Representative (Individual reviewing easement, Designer, Project Manager, Plan Reviewer, etc.).
- 1.2. **LBS** – Land Base Services, Utilities’ unit that develops and maintains the planimetric and cadastral data base as part of the Facilities Information Management System.
- 1.3. **Grantor/Agent** – Owner of property granting easement or representative authorized to act on its behalf. This may include persons preparing the associated easement documentation such as exhibits and legal descriptions.

#### **2.0 Typical Process** (Note: The timeframe for Utilities review will typically occur within 7 working days from initial review to recording. This timeframe does not include time for mailing or processes not related to Utilities review).

- 2.1. EAR and Grantor/Agent will determine the purpose, alignment, width and any specific requirements for the proposed easement.
- 2.2. Grantor/Agent will prepare and submit **Exhibit “A”, Exhibit “B”, and Exhibit “C”** (defined below) and a **Site Plan** of property or infrastructure construction drawings pertaining to easement for review by the EAR. A licensed Professional Land Surveyor must sign and certify that Exhibits A and B are accurate.  
**Exhibit “A”** – Legal description of burdened property  
**Exhibit “B”** – Legal description of proposed easement  
**Exhibit “C”** – Drawing of proposed easement on the burdened property (8 1/2” x 11” or 8 1/2” x 14” paper size is preferred for ease of recording)
- 2.3. Grantor/Agent may e-mail, mail, or hand-deliver exhibits to EAR for preliminary review. (E-mail address to submit for review is the first initial and last name of the EAR requesting easement; i.e. **jd@csu.org**).
- 2.4. EAR will perform preliminary review to ensure that easement contains necessary exhibits and that the proposed easement alignment and width meets requirements for utility installation.
- 2.5. EAR will forward exhibits to LBS for review.
- 2.6. LBS will review exhibits for accuracy and completeness.
- 2.7. Upon completion of LBS review, LBS will return exhibits and/or comments to EAR.
- 2.8. EAR will return exhibits and/or comments to Grantor/Agent for modifications (if necessary) or final submittal.
- 2.9. Grantor/Agent must attach the approved exhibits to then-current Utilities’ easement agreement form, which must have the fill-in areas of the easement form completed.

The completed easement agreement must be executed by the current landowner (or authorized representative) and duly notarized with proper certification (i.e. a corporate seal must be affixed if the Grantor is a corporation). **Also, a licensed Professional Land Surveyor must sign and certify that Exhibits A and B have been prepared under their direct supervision and are accurate and correct.**

- 2.10. Grantor/Agent will deliver the partially-executed easement agreement and exhibits to the EAR.
- 2.11. Upon acceptance of the easement and exhibits, the EAR will obtain authorized signature(s) on behalf of Utilities.
- 2.12. EAR will forward the fully-executed, duly-notarized easement agreement to LBS for final review and recording.
- 2.13. LBS will record easement agreement with EL Paso County Clerk and Recorder.
- 2.14. Once the easement agreement is recorded with El Paso County Clerk and Recorder, **LBS will provide a copy of the recorded easement to the EAR, and to the Grantor/Agent if their e-mail address has been provided.**
- 2.15. EAR will provide one copy of the recorded easement to Grantor/Agent, **if LBS has not done so.**
- 2.16. LBS will file the recorded easement and provide the original recorded easement agreement to the Real Estate Services office of the City of Colorado Springs.

### 3.0 **Resources**

- 3.1. Current easement forms may be printed for use at [www.csu.org](http://www.csu.org). Go to Business/Development Services and scroll down to Easement Forms.
- 3.2. Inquiries regarding the easement submittal and review process may be directed to:

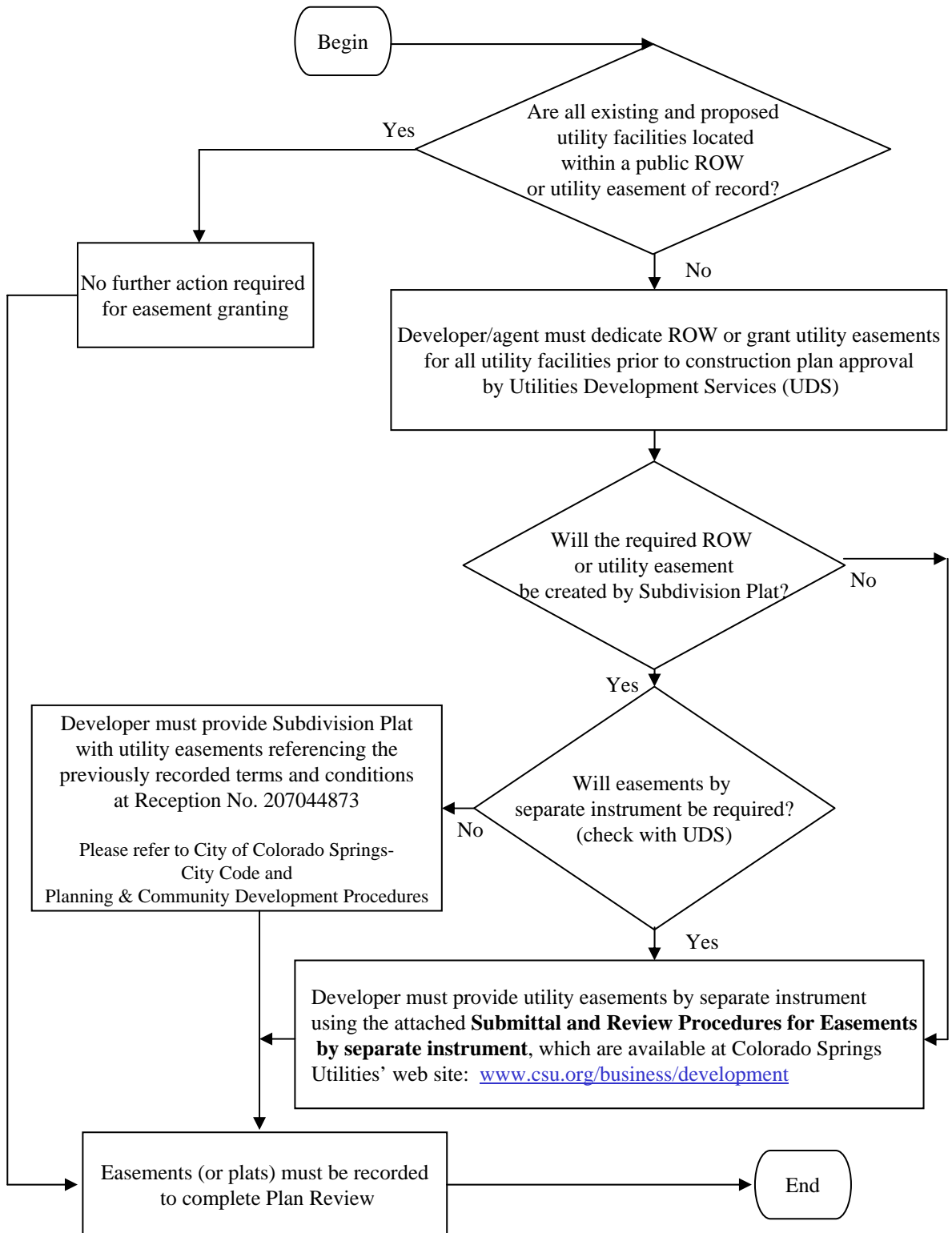
**Physical address:**

Colorado Springs Utilities  
Development Services  
111 S. Cascade Ave., Suite. 105  
Colorado Springs, CO 80903  
(719) 668-8264

**Mailing address:**

Colorado Springs Utilities  
Development Services  
P.O. Box 1103, MC 1015  
Colorado Springs, CO 80947-1015

# COLORADO SPRINGS UTILITIES PROCEDURES FOR GRANTING OR DEDICATING DEVELOPER-INITIATED\* UTILITY EASEMENTS TO COLORADO SPRINGS UTILITIES



\*Please refer to City of Colorado Springs Real Estate Handbook, Chapter 6, section 6.1 for applicability