

	<p align="center">CITY OF DE PERE</p> <p align="center">APPLICATION FOR RELEASE OF EASEMENTS & NEW EASEMENTS</p>	Fee: \$ 375.00
		Receipt #: _____
		Date: _____

Read all instructions provided before completing. If additional space is needed, attach additional pages. Type or use black ink.

SECTION 1: Applicant / Permittee Information					
Applicant Name (Ind., Org. or Entity)		Authorized Representative		Title	
Mailing Address		City		State	ZIP Code
Email Address		Phone Number (incl. area code)		Fax Number (incl. area code)	
SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)					
Name (Ind. Org. or Entity)		Contact Person		Title	
Mailing Address		City		State	ZIP Code
Email Address		Phone Number (incl. area code)		Fax Number (incl. area code)	
SECTION 3: Project or Site Location					
Project Address/Description				Parcel No.	
SECTION 4: Easement Information					
Existing Zoning:					
Present Use of Parcel:					
Proposed Use of Parcel:					
<p align="center">Submit the following with application:</p> <p>1-Scaled exhibit map identifying easement.</p> <p>2-Legal description for easement.</p> <p>3-Sample of document(s) the petitioner will use for recording purposes.</p> <p>4-Summary/description of reason why easement needs to be release and or created.</p> <p>5-Statement from all affected utilities indicating they agree with release and/or new easement.</p>					
SECTION 5: Certification and Permission					
<p>Certification: I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments is true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.</p>					
<p>Permission: I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.</p>					
Name of Owner/Authorized Representative (please print)			Title		Phone Number
Signature of Applicant				Date Signed	

TO BE COMPLETED BY CITY STAFF

Easement Release authorized by the De Pere Municipal Code, Chapter 46.	
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Required Information that applicant should include with application form:

- § Scaled map identifying the boundaries of the easement.
 - § Legal description that defines the easement.
 - § Sample of the document(s) that the petitioner will use for recording purposes.
 - § Summary/description that explains why the easement release/new easement is needed.
 - § Formal documentation from other utilities indicating agreement with the easement release/new easement.
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Steps for approval:

- 1.) Applicant submittal. Applicant submits application, the above required information and the review fee to Development Services staff at least three weeks prior to the desired meeting.
- 2.) City staff will review the application. If staff believes an easement is no longer needed and/or a proposed new easement is needed, then the request will be placed on the next practicable Plan Commission agenda.
 - a. Review fee refunds are no longer available once staff completes review.
- 3.) Plan Commission meeting review. The Plan Commission will either recommend approval or rejection of the request to Common Council. The request will be placed on the next practicable Common Council agenda.
- 4.) Common Council meeting review. Common Council either approves or denies the request.
- 5.) If approved, and no revisions are required on the recording documents, the City will sign the documents and return the documents to the petitioner to record at the Brown County Register of Deeds office.
 - a. The petitioner is responsible for obtaining signatures of all other utilities prior to recording.
- 6.) If denied, project ends.
- 7.) City Attorney records documents with Register of Deeds, ending process.