

Release of Easement Request Checklist

Requesting Department: _____

Department Point of Contact: _____

Email/Phone: _____

Is Releasing the Easement Required as Part of a UT Project? Yes No

- Project Name: _____
- Project Manager: _____

Purpose of Releasing the Easement (*provide detailed description*):

Does UT own the Property where the Easement is Located? Yes No

- Identify the Property Location: _____
 - Survey
 - Aerial

Is the Easement Located ENTIRELY on UT Property? Yes No

Does the Easement Serve UT Only, or Others Outside of UT? Yes No

If **No**, please provide a detailed explanation:

Type of Easement to be Released: (*ex: Public Utility / Electric / Access / Other*)

Name of Agency That Owns the Easement: (*ex: City of Austin / Pedernales Electric / AEP / Other*)

County Record # of Easement: _____

Has there been discussion with the easement owner about a release? Yes No

- Contact Name / _____
- Phone # / Email: _____

List any known utilities located in the easement: _____

Is Relocation of the Utilities Part of the Project? Yes No

If "Yes", please provide a detailed explanation:

Will Any New Easements be Granted as Part of the Project? Yes No

If "Yes", please provide a detailed explanation:

Will any License Agreements or Other Release-of-Easements be Required? Yes No

If "Yes", please provide a detailed explanation

IMPORTANT:

CREO will process a Request for Easement Release upon receipt of the following:

1. A completed copy of this checklist
 2. A signed and sealed survey of the Easement area to be released. The survey must include:
 - a. Metes & Bounds description
 - b. Survey sketch
 3. An aerial exhibit showing the location of the easement on UT's property.
 4. A copy of the recorded easement document to be released
- Please forward any information regarding the easement you have
- If requesting an easement release from the City of Austin, please note that the process can take 6 months. Please also review the City's requirement for submitting an application.