

Town of Sahuarita
Planning & Building Department
 375 W. Sahuarita Center Way
 Sahuarita, Arizona 85629
 Phone: 520 822-8855, Fax: 520 822-8876
 www.sahuaritaaz.gov



SUBMITTAL CHECKLIST for UTILITY EASEMENT ABANDONMENT

DELIVERABLES	
<input type="checkbox"/>	Completed Easement Abandonment application
Required Fees:	<input type="checkbox"/> Easement Abandonment: \$300.00/ easement <hr/> <input type="checkbox"/> Recording Fees: Standard pages (8 ½" x 11") : \$30.00 Mailing and postage per document: \$6.00
<input type="checkbox"/>	Excel spreadsheet summary listing fees submitted (reference check numbers)
<input type="checkbox"/>	Project Description/ Narrative: Describe the proposed easement abandonment, the reason for the abandonment and any background on the project.
<input type="checkbox"/>	Completed Utility Approval form signed by each utility company affected by the easement abandonment. A letter of consent from the utility company may substitute for a signature on the form. A drawing of the proposal must accompany the signature sheet for the utility company to review.
<input type="checkbox"/>	Letter of Authorization from the property owner or agent

<input type="checkbox"/>	8 ½" x 11" survey map with legal description for recording.
<input type="checkbox"/>	CD copy of all documents in pdf, jpeg, or tiff format, labeled and dated.

EXHIBIT REQUIREMENTS	
<input type="checkbox"/>	<p>Exhibit/drawing of easement vacation/abandonment shall include the following information:</p> <ul style="list-style-type: none"> • Delineate the new location of the easement along with the easement to be abandoned. • Label all easements as public, private, or specific and include any pertinent recording information. • Parcel numbers of all properties affected by easement abandonment • Certification of Survey and/or Certification of Engineering with signed seals • Label the plan as “Easement Abandonment exhibit” • Date of drawing and/or last revision • Name, address, and phone number of developer and owner • Parcel area acreage and square footage • North arrow • Bar scale • Right-of-way dedications and improvements, including any pertinent recording information • Existing and proposed ingress/egress points and intersections, including width
Additional Instructions:	
<ul style="list-style-type: none"> • Abandonment of Public Utility Easements and abandonment of Town Right-of-Way will require approval by Town Council. 	
Additional Requirements:	
<ul style="list-style-type: none"> • Indicate whether a reserved easement is required pursuant to A.R.S. § 28-7210 and/or rights of ingress and egress are required pursuant to A.R.S. § 28-7215. • Where reserved easement(s) is/are required, application shall include copy of reserved easement as approved by the affected utility company. • Where rights of ingress and egress are required, the applicant shall include copy of tentative plat showing proposed legal access for all properties affected by proposed easement abandonment. 	