

Land Management Civil Application - Easement Termination Submittal Checklist Guide

This submittal checklist guide is to be completed as part of your application with the City. Download this checklist before completing fillable fields, then upload with your application through the Online Submittal Center. Choose Document type as "Supporting Document" when uploading.

Online Application Information for Customer:

Submit applications at [Accela Citizen Access](#)
Start a New Application > Civil Engineering Applications > Land Management
Project Type: **Dedication by Separate Instrument**

General Project Information:

Name: Click or tap here to enter text.
Description: Choose an Item.
Associated Project No.: HTE#
Pre-Application Mtg. No.: PRJ
Pre-Application Mtg. Date: [Publish Date]
Planning Case Number(s): Click or tap here to enter text.

ATTENTION:

This submittal guide is a reference/resource for applicants to prepare for submitting an application. This document is not required to be included with your attachments.

Items checked on this guide should be uploaded in your attachments. Plan sets may be uploaded as multi-page PDFs.

If the box is not checked, these items are not required but may be included if needed and can be uploaded to your project as a "Supporting Document."

Upload and Submit:

Checked files required to be submitted in your applications. Use the following checklist to ensure all necessary information has been provided with your application. Failure to submit all requirements will result in plan review delays for your project and your application for plan review may be rejected until all requirements are met. **Files must be in this order and use titles listed.** Use naming convention provided (*Do not include wording in parentheses or superscript numbers*).

When to use this form:

This is used for termination of City of Goodyear Easements.

Process:

Only one termination is allowed per submittal. Submit multiple submittals/records for multiple terminations. Refer to the [Dedication by Separate Instrument Process Guide](#). The termination will need to go to City Council and general follow the Dedication by Separate Instrument Process Guide at the above link. The Applicant will then need to pay fees. Once fees are paid, the City will then record the termination.

Termination of Easement Documents:

- 001 Submittal Checklist (*this form*)
- 002 AutoCAD
- Termination Docs (*Provide files checked below*)
 - XXX Easement Termination – Narrative
 - XXX Easement Termination – TC (*Title Commitment*)
 - XXX LD (*Legal Description & Exhibit, including closure report*)
 - XXX Utility Clearance Letters (if applicable)

Plan Review and Fees:

All fees are due prior to Recordation.

STAFF USE ONLY	
Department Routing:	<input checked="" type="checkbox"/> Civil Engineering Group 2 (<i>Standard</i>) <input checked="" type="checkbox"/> Real Estate (<i>Standard</i>)

DO NOT SUBMIT - FOR REFERENCE ONLY