



Easement & Right-of-Way Dedication Process

COSTS:

Upon application: \$725 fee paid at the time of application/submittal for each easement and/or right-of-way dedication to be processed. Application forms and standard dedication formats are available online at <http://www.fcgov.com/engineering/devrev.php>.

Payments can be made by check, debit/credit card, or eCheck.

- **Check:** Make payable to **City of Fort Collins**. Mail to the Development Review Center, 281 N College Ave, Fort Collins, CO 80524, OR place in the blue drop box located at the northwest side of the building. Please mark it to the attention of your Development Review Coordinator and reference the project it is associated with.
- **Debit/Credit Card or eCheck:** Please go to fcgov.com/CitizenAccess, select Planning/Development Review, and search by inputting your project's information*.
 - Debit/Credit card payments include a convenience fee of 2% + \$0.25 added to all payments under \$2,500.00, and 2.75% added to all payments over \$2,500.00.
 - ECheck payments include a convenience fee of \$0.50 added to all payments between \$0.00 - \$99,999.99.

**Please advise your Development Review Coordinator as to which payment method will be used. If choosing to pay online, your Development Review Coordinator will provide you with the project information when the fees are available to be paid.*

PREPARATION:

Determine to whom the easement is being dedicated. Deeds of dedication to the City must come through the City for acceptance and are recorded with the Larimer County Clerk and Recorder's Office by your Development Review Coordinator.

- [General Deed Template](#) - for utilities, drainage, access, etc.
- [Site Distance Deed Template](#)
- [Emergency Access Deed Template](#)

Right-of-way is a permanent dedication of land to the City for public street purposes and the dedication statement on the deed is modified accordingly. The City takes over maintenance of right-of-way upon completion and acceptance of the street improvements.

- [Right-of-Way Deed Template](#)

Easements between **private parties** such as construction easements or cross access easements are prepared and recorded at the County by the private parties. The City may request copies of such easements to verify that the developer has received permission from adjacent owners to do certain work off-site, however the City does not need an original document and does not process or record private easement dedications.

Development Review Center

281 N College Ave | Fort Collins, CO 80522 | 970.221.6689 | EngDevRev@fcgov.com



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SUBMITTAL:

Original Deed of Dedication. This includes:

- The dedication statement identifying the type of easement being granted.
 - See deed template links in the Preparation section above
 - Easements can any combination of different easement types.
 - Note the City does not accept 'irrigation' easements or 'landscape' easements. These would be private easements that would be owned by a party other than the City.
 - Is the easement Temporary or Permanent?
- The maintenance statement.
- Owner's signature including all lien holders.
 - All signatures should be notarized.
- Legal description included in dedication statement or attached as Exhibit "A".
 - Prepared by a licensed professional land surveyor.
- A closure report for the easement boundary.
- Attorney's certificate attached.
 - The attorney signing certificate can be any private Colorado licensed attorney (typically representing the owner or grantor).
 - This is not done by the City Attorney.

Sketch showing the easement location.

- Show where this easement exists in relation to property lines and/ or streets.
 - This is not the same as the site plan.

ACCEPTANCE PROCESS:

- Turn all development related deeds of dedication to your Development Review Coordinator.
- Stormwater Utility, Parks, Natural Resources, etc. may request copies
- Once received the format of the deed is checked to see if it is correct and complete.
 - Special language added or certain modifications may require review by the City Attorney.
 - The legal description is checked and if errors are found, deed is returned for correction.
 - Dedications associated with Development Projects (Final Development Plans, Minor Amendments, etc.) will be submitted with the Development application and materials and reviewed during the Development Process.
- The cost of the filing fees (for recording the document with the Larimer County Clerk and Recorder) will also be determined at this time by the Development Review Coordinator. Once the deed and legal are correct and the filing fee has been submitted, the document will be prepared for City acceptance. Deeds are approved and accepted administratively.



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RECORDING:

Items that are recorded include, but are not limited to the dedication statement, attorney certification, signature pages, the legal description, and the sketch. The first sheet of the document must have a space at the top of the page of at least 1" high x 4" wide for the county to use for the recording process. If this is not provided an additional blank sheet will be needed for the recording information and additional fees may apply.

Upon acceptance, deeds are recorded with the Larimer County Clerk and Recorder's Office by your Development Review Coordinator. The cost of the recording fees (for recordation with Larimer County Clerk and Recorder) will be collected prior to recordation. Your Development Review Coordinator will determine the amount of the fees.

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