



This form is used to file an application for dedication of an easement and/or right-of-way with the city of Phoenix Planning & Development Department. Consultation with city staff at the Site Development Counter on the 2nd Floor of City Hall is required before application submittal.

1. Please check one of the following:

- | | | |
|--|--|--|
| ☐ Drainage Easement | ☐ Sidewalk Easement | ☐ Landscape Easement |
| ☐ Public Utility Easement | ☐ Water Easement | ☐ Roadway Dedication |
| ☐ Temporary Turn Around | ☐ Sewer Easement | ☐ Vehicular Non-Access Easement |
| ☐ Other _____ | | |

Reference Permit: (PAPP/PRLM/ABND/OTHER) _____

Location: _____

Property Owner(s) _____

Address: _____ City: _____ State: _____ Zip: _____

2. Submittal Requirements

- ☐ An approved Easement/right-of-way drawing (See form titled "Drawing-Example")
- ☐ Complete questionnaire (See form titled "Questionnaire" – Attachment 2)
- ☐ Legal Description of property and easement/right-of-way
- ☐ Phase 1 Environmental Report and signed Environmental Assessment Declaration Form.

3. Fee Information (All fees are pursuant to the current Fee Schedule/Appendix A.2. of the Phoenix City Code.)

- ☐ Non-Residential / All other dedications ☐ Single-Family

4. Contact Information

A contact person should be available to answer questions and be responsible for delivering City documents to the property owners(s) for signature and returning the signed documents to the city's Real Estate office. PDD will not release construction permits until the owner has signed the dedication documents, had them notarized, and returned them to the city's Real Estate Division. Water and Sewer permits relating to these right-of-way and easement requests cannot be issued until the acquisition process is complete. Upon notification by Real Estate that the documents are ready for the owner to sign and notarize, the applicant will have 30 days to return the signed documents or make special arrangements. Otherwise the application becomes void.

Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

***"I have read the dedication instructions and understand the terms of this application.
The information provided in this application is true and correct to the best of my knowledge."***

Signature of Applicant: _____ Date: _____

-----Staff Only -----

Dedication Application Number: DEDI: _____ KIVA #: _____

Staff Initials: _____ Reviewers Initials: _____ Date: _____ Fee: _____

Owner Verified: _____

Discipline Review Routing Guide

	Planner	Civil	Traffic	IBC
Right of Way				
Easement	x		x	
Fee Title			x	
Sidewalk Easement	x		x	
Pedestrian Access Easement	x		x	
Vehicular Non-Access Easement	x		x	
Temporary Turnaround Easement			x	
Transit Shelter Pad Easement			x	
Traffic Control Easement			x	
Public Utility Easement		x	x	
Water and/or Sewer Easement		x		
Drainage Easement		x		
Refuse Collection Easement			x	
Multi-Use Trail Easement	x		x	
Hillside Preservation Easement	x			
Landscape Easement	x			
Non-Build Easement	x			x