



## CITY OF KANSAS CITY, MISSOURI POLICY AND PROCEDURE TO RELEASE AN EASEMENT

Chapter 66 of the Code of Ordinances of the City of Kansas City, entitled Subdivisions, paragraph 123 gives the Director of Public Works the authority to require general utility easements, where necessary or advisable, for poles, wires, conduits, sanitary sewers, gas, water, power and other utility lines and drainage easements within a subdivision plat. Following the approval and ordaining of a subdivision plat, if it is proven that an easement is un-necessary or un-advisable, the Director, upon the petition of the property owner or said owners legal representative, may petition the Common Council of the City of Kansas City, Missouri to release the easement upon that property, by ordinance, subject to Section 64-42(c), of said Code, fee for vacation of all or part of easements.

The letter petitioning the release must contain the following information:

- 1 – Owner’s name, address and phone number.
- 2 – A correct description of the easement to be released, including the recording data for the document creating the easement. (*hard & e-copy*)
- 3 – A map showing the easement, containing the dimensions and angles stated in the easement description.
- 4 – A statement, by letter, from each Utility Company or Department of the City that has the right to use said easement stating that they are not now using the easement and will have no need to use it in the future. The description in item 2 must be contained in the utilities letter.
- 5 – The letter must provide the reason to have the easement released.
- 6 – The letter should, along with the Utility statements, provide proof that the easement is not necessary.

A fee of \$100.00 per easement, to cover the cost incurred for review and processing, must accompany the letter petitioning the release of the easement.

The letter should be submitted to

City Planning and Development  
City of Kansas City, Missouri  
414 East 12<sup>th</sup> Street, 5<sup>th</sup> Floor  
Kansas City, Missouri 64106

Attention: Plats and Permits Manager

Questions may be directed to 816-513-2509

Following a review of the petition and attachments and upon determining the easement is not necessary, we will include the release in the next monthly easement ordinance.

The total length of time for the ordinance to be approved and become effective is approximately four (4) weeks. The ordinance will also authorize the Director of Public Works, if so requested, to execute a quit claim deed to the present owner’s, their successors or assigns.

Attached, please find a list of utilities which may have the right to use the easement with contact names.

# REQUEST FOR RELEASE OF EASEMENT REVIEW FORM

## ***SUBJECT***

This is a request for you to review the proposed request for the release of easement as described in and shown on the attached documents and drawings to determine if there will be any conflicts with your company's facilities. This review is required by the City before release of the easement may be granted.

**Date:** \_\_\_\_\_

## ***UTILITY***

Name of Utility: \_\_\_\_\_

Utility Representative: \_\_\_\_\_ Phone No. \_\_\_\_\_

Address: \_\_\_\_\_

## ***EASEMENT TO BE RELEASED***

Type of Easement: \_\_\_\_\_ County of Record \_\_\_\_\_

Document No. \_\_\_\_\_ Book \_\_\_\_\_ Page \_\_\_\_\_

Description easement to be released: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_ ( ) See attachments

## ***APPLICANT***

Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Address: \_\_\_\_\_

## **UTILITY COMPANY COMMENTS**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Utility Representative: \_\_\_\_\_ Phone No. \_\_\_\_\_

Address: \_\_\_\_\_

## Public Utility Contact List

### Agency

Aquila  
10700 E. 350 Highway  
P.O. Box 11739  
Kansas City, Missouri 64138

AT & T  
1425 Oak Street, Room 1398  
Kansas City, Missouri 64138

KCMO, Fire Department  
635 Woodland, Suite 2103  
Kansas City, Missouri 64106

Kansas City Power and Light  
P.O. Box 418679  
Kansas City, Missouri 64141

Missouri Gas Energy  
223 Gillis Street  
Kansas City, Missouri 64120

Southwestern Bell Telephone  
500 E. 8<sup>th</sup> Street, Room 695  
Kansas City, Missouri 64106

Embarq  
723 PCA Road  
Warrensburg, Missouri 64093-7913

Sprint Nextel  
External Affairs  
6100 Sprint Pky  
Overland Park, Ks. 66251-6113

Time Warner Cable  
6550 Winchester Avenue  
Kansas City, Missouri 64133  
& 8221 W. 119<sup>th</sup> St. O.P., KS. 66213

Trigen Energy Corporation  
115 Grand Blvd  
Kansas City, Missouri 64106

### Contact Person

Paul Maurin / Derek A. Ward\*  
Right of-way Agent  
(816) 737-7578 Fax 737-7621  
\*(816) 737-7660

Tom Leggett  
Operations Supervisor  
(816) 391-5453 Fax 391-5090

Jim Duddy  
Assistant Fire Marshall  
(816) 784-9110 Fax 784-9130

Dawne Lakey, ROW Agent  
Real Estate Services  
(816) 245-3739 Fax 245-3623

Donnie Richards  
Engineering  
(816) 472-3464 Fax 472-3488

Eric Stong / Charlie Lawrence\*  
Manager, Engineering Design  
(816) 275-3910 Fax 275-1865  
\*(816) 275-1640

Randy Leach  
Business Relations Manager  
(660) 429-7048 Fax (660)429-1851

Michelle Crawford  
Business Relations Manager  
(913) 315-4387 (913) 315-3928

Roy Bellis  
Utilities Coordinator  
(913) 643-1906 Fax 345-8852  
& (913) 643-1914

Billy Sinkhorn / Jeff Dykes\*  
Lead Mechanic  
(816) 889-4924 Fax 889-4910  
\*(816) 889-4909

## Public Utility Contact List

(Continued)

### Agency

City Planning & Development -  
Development Services – Land Development Division  
Plan Review Section  
5th Floor, City Hall  
414 East 12<sup>th</sup> St.  
Kansas City, Missouri 64106

Water Services Department  
Sewer Design Services  
4800 E. 63<sup>rd</sup> Street  
Kansas City, Missouri 64130-4626

Public Works Department  
Streetlights Services  
1301 Chouteau Trafficway  
Kansas City, Missouri 64120

Public Works Department  
Streets & Traffic Division  
5th Floor, City Hall  
414 East 12<sup>th</sup> St.  
Kansas City, Missouri, 64106

### Contact Person

Stanley H. Eiler, P.E.  
CPD-DS-LDD  
Plan Review Manager  
(816) 513-2508 Fax 513-2548

Brian Schroeder / William Wright\*  
Sewer Design Services  
(816) 513-0303 Fax 513-0288  
\*(816) 513-0507

Mahmoud Hadijan  
Streetlights Services  
(816) 513-9500 Fax 513-9549

Jerry Tapscott  
Plan Review Section  
(816) 513-2678 Fax 513-2712