



## **APPLICATION FORM AND SUBMITTAL CHECKLIST**

### **Site Specific Easement Release or Modification Request**

1. **Project/Property Name/Location:** \_\_\_\_\_

Project/Property Acreage: \_\_\_\_\_ District Dam #: \_\_\_\_\_

Jurisdiction: \_\_\_\_\_ Encroachment Permit # (If Applicable): \_\_\_\_\_

2. **Owner (Name/Title):** \_\_\_\_\_

Company: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

3. **Applicant/Engineer/Surveyor (Name/Title):** \_\_\_\_\_

Company: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Owner**

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

\_\_\_\_\_  
**Signature of Applicant**

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

The following are required to be included with the **Access Easement Release or Modification Request** Application for a submittal to be considered complete. All submittal items shall be electronic and submitted to [permitting@ubcdams.org](mailto:permitting@ubcdams.org).

#### **Submittal Requirements:**

- ☐ Easement Release or Modification Request Application Form and Submittal Checklist
- ☐ Plat(s) of the property (existing and/or proposed)
- ☐ CAD files (for proposed easement and parcel/lot to check closure)
- ☐ Field notes and sketch of easement, signed and sealed by a registered surveyor.