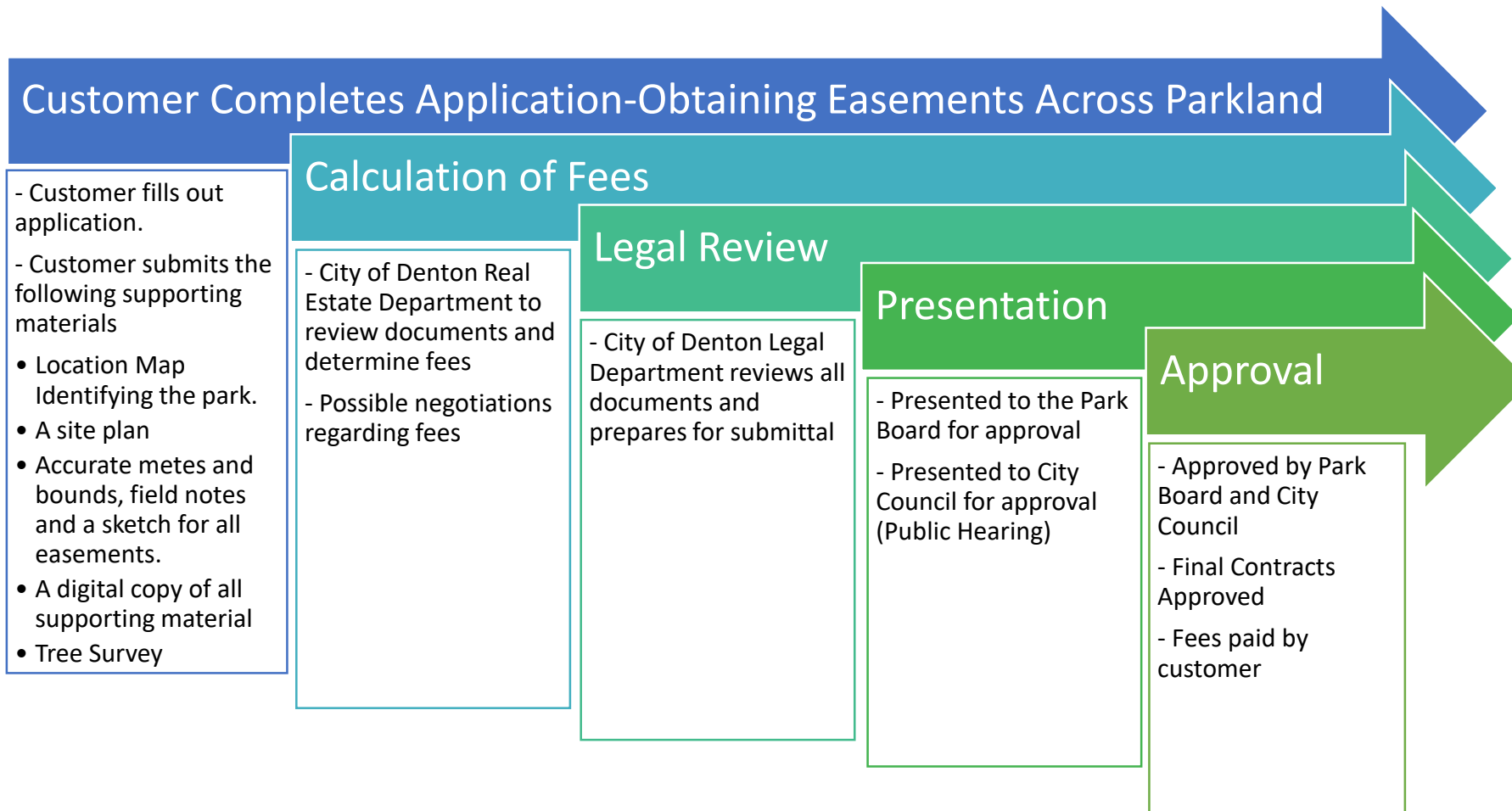


Process for Easement Requests through Public Park Property & Application

Updated on: 3/3/2020

Flow Chart

Obtaining Easements Across Parkland



Process for Easement Requests through Public Park Property

Developer to provide the following documents (electronically):

- Application for Permanent and Temporary Use of Parkland
- Site location exhibit
- Aerial with overlay of installation (i.e. waterline, sanitary sewer, electrical)
- Legal Descriptions
- Survey
- Tree Survey
- Narrative

Once received:

- Real Estate
 - Contact to obtain value of easement
 - If required, obtain appraisal at developer's cost
- Negotiate Easement Fee
- Park Board
 - Schedule Park Board: Developer or designee must attend
 - Prepare package for Park Board to include:
 - Exhibit 1 AIS
 - Exhibit 2 Presentation
 - Exhibit 3 Aerial Map
 - Present to Park Board
 - Obtain vote
 - Update ordinance draft to reflect vote
- Draft Ordinance
 - Submit to legal (this may be submitted prior to Park Board with vote listed as: TBD)
 - If easement is likely to be contentious, do not submit prior to Park Board
 - Complete Ordinance Package for City Council
 - Exhibit 4: Ordinance
 - Ordinance
 - Legal Description "Exhibit A" Attachment 1
 - Survey "Exhibit B" Attachment 2
 - Notice by City Manager Attachment 3
- Advertisement
 - Notice at least 30 days prior to public hearing, no less than one week or more than two weeks before hearing, three consecutive weeks
- City Council
 - Schedule Council Date
 - Submit for Legistar upload

APPLICATION FOR PERMANENT AND TEMPORARY USE OF PARKLAND

Chapter 26

INITIAL INFORMATION REQUIRED

1. Project Name:
2. Development Services Project Number:
3. Parkland affected by Project:
4. Area of parkland needed for Permanent Use
5. Area of parkland needed for Temporary Use:
Work Area:
Staging Area:
Access:
Subterranean (Deep tunneling):
6. Brief description of intended use (access, staging, etc.)

7. Estimated Construction Start:
8. Estimated Duration (on parkland):
9. Estimated Completion Date:

Attachments to include (PDF)

- Location Map (showing site in relation to surrounding community)
- Plan Sheets pertaining to the work in parkland
- Aerial or Layout sheet
- Survey and Legal Description attachments
- Tree Survey noting trees to be protected and/or mitigated

NOTES:

- A. ***Confirm that all Areas requested are correct.***
- B. ***Changes in Requested Areas after presentation could require additional presentations at the next scheduled meetings.***
- C. ***Survey and Field Notes must be obtained prior to presentation to Land, Facilities & Programs Committee, Parks Board and Council.***