



REVOCABLE LICENSE
Application Packet

This packet deals only with Revocable Licenses. Generally, a Revocable License is only issued to residential property owners. A Revocable License is required when private improvements encroach into easements or rights-of-way. Not all improvements are allowed and you are strongly encouraged to contact Public Works' Real Property Services Division at 303-739-7300 to discuss your particular situation. If it is determined that a particular encroachment is allowed then a Revocable License must be obtained. In order to avoid this Revocable License requirement, property owners may choose to move proposed improvements out of the easement or right-of-way area.

A Revocable License may be issued within an easement or right-of-way for 1 Lot/Address, for the following improvements:

- Retaining walls, risers/steps-flatwork
- Certain types of gates & fences,
- Sheds-not above 10 feet
- Improvements that are easily removable.

Items such as STAIRCASES, SWIMMING POOLS, GARAGES, ROOF OVERHANG, and BUILDING EXPANSIONS, LARGE STRUCTURES THAT ARE NOT REMOVABLE are not allowed within easements or rights-of-way.

Each Revocable License will be considered on a case-by-case basis. Issuance of a Revocable License shall be at the City of Aurora's sole discretion. NOTE: ALL REVOCABLE LICENSES MUST HAVE AN ORIGINAL SIGNATURE AND BE NOTARIZED.

Per applicable Aurora City Code, a building permit may also be required and it can be obtained through the City's Building Department. If the improvement is not in an easement or right-of-way, a Revocable License is not necessary, however, a building permit may still be required. It is the property owner's responsibility to determine whether a building permit is required.

A property owner may request the City release its interest in a particular easement or right-of-way which is a separate and different process. More information on Easement/Right-of-way Releases may be obtained in the "Easement/Right-of-way Release Packet which can be found: [EASEMENT RELEASE](#) or by contacting Real Property Services at 303-739-7300.

Necessary applications, process steps, contact people, and samples of forms are included in this packet.

REQUIRED ITEMS:

- 1) Proof of ownership (i.e. Vesting Deed, NOT Deed of Trust)
- 2) An illustration prepared on a sheet no larger than 8 1/2" x 11" must be prepared by applicant/owner. Please ensure a 1" margin at the top of first page, and 1/2" on all other sides of all sheets (if more than 1). Label each Page at the top, Exhibit A Illustration, & number each page (see sample graphic and bubble around encroachment area and label what the encroachment is)
- 3) A completed Application Form, including utility approvals (see attached).
- 4) A non-refundable fee of \$81.50 TO BE PAID ONLINE.
- 5) Companies applying for a revocable License must also supply a Statement of Authority for the company, a Certificate of Good Standing and a Certificate of Insurance.

All of the above items must be submitted at the same time ("Complete Application"). Failure to submit a Complete Application will delay processing.

Steps to obtaining a Revocable License:

Do a preliminary check with City departments to make sure your encroachment is allowed. If yes, continue to Step 1.

1. Fill out the Application Form completely and accurately for only 1 Lot/Address, then sign and submit your completed application and drawing to the outside agencies for their approval prior to submitting to City of Aurora. You may email these forms to the Public Service Company of Colorado (DO NOT CALL, you must email the documents). Addresses, phone and fax numbers, for the outside agencies are included in this packet, however, you must email the application to them. (see attachment titled Outside Agencies Contact). **ENSURE Public Service Company of Colorado (Xcel Energy) RETURN THE SIGNED APPLICATION FORM TO YOU, NOT TO THE CITYES RETURN THE SIGNED APPLICATION FORM TO YOU, NOT TO THE CITY**
2. Prepare a drawing depicting the following items (the :
 - Location of property lines,
 - Location of the easement and/or right-of-way,
 - Location of the proposed improvement.
 - North arrow,
 - Street name(s),
 - Building materials to be used,
 - Height,width and length.
 - Notate the encroachment with, 'Licensed encroachment point of beginning'A sample graphic depicting each item is included in this packet. Additional items may be included in order to more clearly depict the proposed improvement. Label your drawing, 'EXHIBIT A'.
3. Upon approval from **Public Service Company of Colorado (Xcel Energy)**, email submittal of the approved application form, drawing/Exhibit A, Vesting Deed (if you do not have a Vesting Deed that vests the current property owner you are submitting an application for then you must supply a current Title Commitment (within 2 weeks) showing they are purchasing the property) to revocablelicense@auroragov.org, and \$77.75 processing fee to be paid online once you receive the invoice in email.
 - a. Including the above Vesting Deed (or Title Commitment) and Exhibit A, Companies/Developers applying for a revocable License must supply a Statement of Authority for the company, a Certificate of Good Standing and a Certificate of Insurance (SEE BELOW).
5. Real Property will review your application and, if complete, will accept it for processing. A legal document, known as a Revocable License (see Sample A), will be prepared by Real Property and attached to the submitted application. Real Property will be responsible for obtaining approval from interested City departments. Processing normally takes 6-8 weeks after receipt of Complete Application and the fee is paid.
6. Upon approval or denial of one or all interested City departments, Real Property will contact the applicant/owner, owner must sign (original signature only) and have notarized the Revocable License or explain the basis for denial. If for some reason a department denies the application, we will call you to discuss the matter to see if the issue(s) can be resolved. The final City approval will be the signature of the City Engineer. **(The owner will sign twice, once at the beginning of the process on the application and once at the end of the process on the Revocable License requiring an**

original signature and notary.) Once complete the Revocable License will be sent to the appropriate county for recording. If for some reason your application is denied, the **processing fee is non-refundable.**

7. When the Revocable License is complete and ready to record, Real Property will provide a recorded copy to the applicant/owner, then a building permit (if required) may be obtained from the Building Department. The Revocable License is not a permit. **DO NOT BEGIN INSTALLATION OF YOUR IMPROVEMENT UNTIL THE REVOCABLE LICENSE IS FULLY APPROVED BY THE CITY AND APPLICABLE PERMITS OBTAINED.**

FOR DEVELOPERS:

In your email submittal to revocablelicense@auroragov.org you must separate each document required for the Revocable License, number and label them according to the following list of documents required from a Developer:

(Number and Label your documents appropriately):

1. Application (form filled out completely)
2. EXHIBIT A ILLUSTRATION (Exhibit A Illustration is not the license it is an Exhibit for the license)
Profile View to Exhibit A-All gates, fencing, retaining walls, railings, etc. require a profile view to be included in the Exhibit A Illustration.
3. Vesting Deed (Warranty Deed or Special Warranty Deed or Quitclaim Deed to the property (NOT Deed of Trust) OR Title Commitment.)
4. Statement of Authority (This is only required from Companies owning the property. DO NOT LABEL other company documents as a Statement of Authority. Please name them appropriately.)
5. Certificate of Good Standing (This is only required from Companies owning the property - from the Colorado Secretary of State Business section for the company signing the License).
6. Certificate of Insurance - This is only required from Companies owning the property.

All completed documents required must be sent in the submittal or it will be rejected.

Applicants will only be allowed to submit **5 Revocable Applications per week.**

If you have any questions regarding this process, please contact Real Property Services at 303-739-7300.

SEE APPLICATION BELOW- Only send Application form and above required documents without the above instructions.

YOU MUST PROVIDE A PROFILE VIEW OF
RETAINING WALLS OR MONUMENT SIGNS

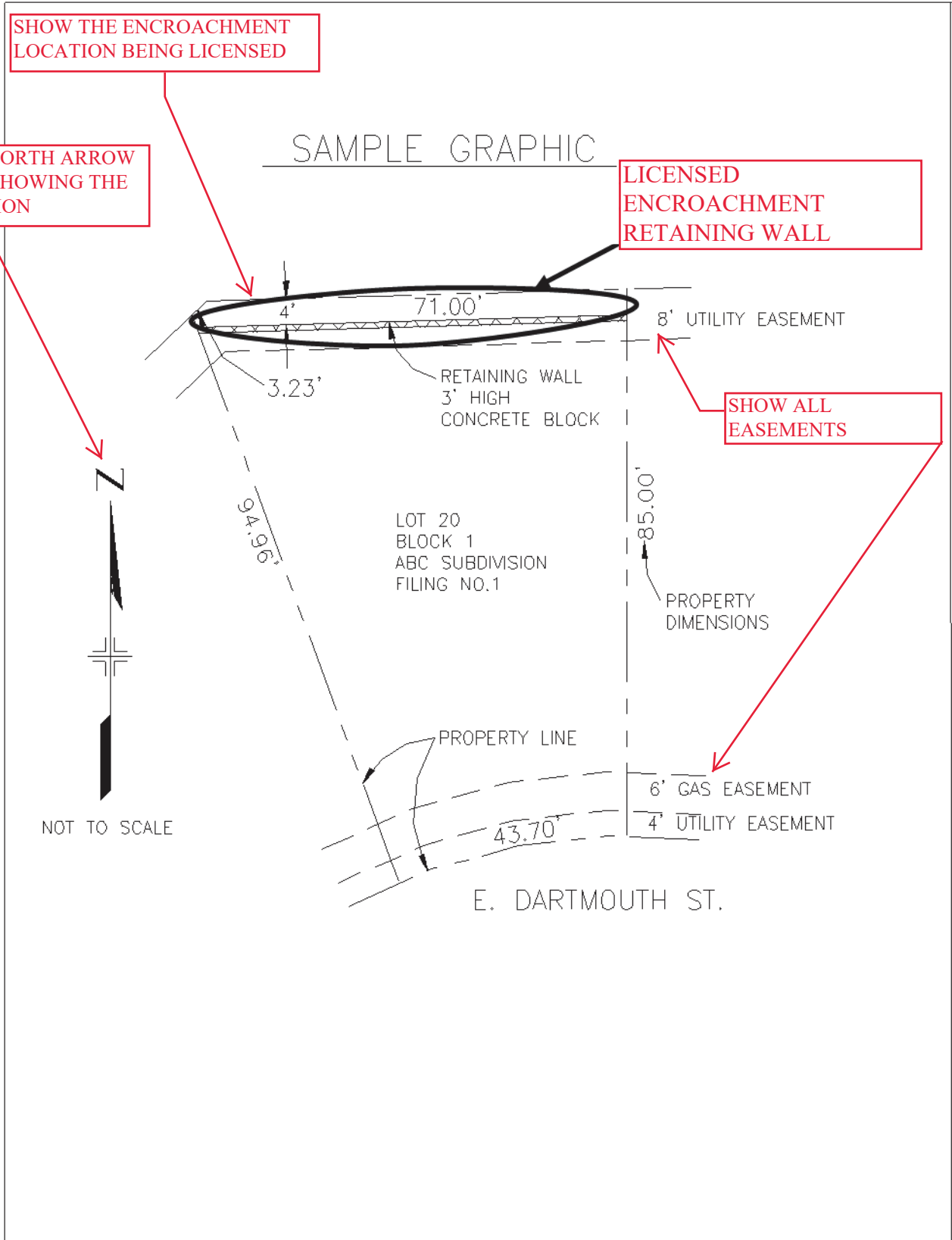
EXHIBIT A ILLUSTRATION

SHOW THE ENCROACHMENT
LOCATION BEING LICENSED

INCLUDE THE NORTH ARROW
ACCURATELY SHOWING THE
NORTH DIRECTION

LICENSED
ENCROACHMENT
RETAINING WALL

SHOW ALL
EASEMENTS



DRAFT\ROW\SAMPLE



REVOCABLE LICENSE APPLICATION

Land Development Review Services • 15151 E. Alameda Parkway, Ste 3200 • Aurora, CO 80012 • 303.739.7277
Email: revocablelicense@auroragov.org

Developer/Owner	Applicant
Developer/Owner Contact	Applicant's Name
Address	Address
City, State, Zip	City, State, Zip
Phone	Phone
Email	Email
Job address and/or Subdivision Name	
Scope of Work (Items to be licensed)	

APPROVAL FOR LICENSEE: In accepting this application, the Developer/Owner has read and understands all of the general provisions, certifies that he has the authority to sign for and bind Licensee, and by virtue of his signature the Licensee is bound by the provisions of this application, the Aurora City Code and all other Ordinances State laws regulating construction.

Print Name _____

Signature _____ Date _____

All the above must be verified prior to submittal of documents for a License. Call 303.739.7420 to speak with a team member.

1. Is the proposed improvement in an easement or street right-of-way (Check one)?

If easement, describe size and type of easement in space below?
(i.e. 6' gas easement; 4' utility easement, etc.)

2. What is the legal description of the property? (i.e. lot number, block number, and subdivision plat name)
This information may be obtained from the owner's deed for the property.

3. What is the property's street address?

4. What is the property owner(s) legal name? (Names given should be as they appear on the deed; i.e. Mary A. Jones and Robert L. Jones; ABC Inc., a Colorado corporation, etc.)

5. If the property owner does not live at the address where the improvement is being located, what is the property owner's address?

6. What is the proposed improvement? (i.e. retaining wall, fence, gate, etc.)

7. What are the main construction materials being used on the proposed improvement? (i.e. concrete, railroad ties, wrought iron fencing, brick, etc.)

8. What will be the overall height of the improvement? _____

Length? _____ Width? _____

Other comments: _____

APPROVALS

(*OWNER MUST OBTAIN SIGNATURES FROM THE FOLLOWING ENTITIES, FACSIMILE SIGNATURES ARE ACCEPTABLE)

On behalf of the company listed below, I hereby agree to the above-defined encroachment. If denied, put the word 'denied' on the signature line.

***Public Service Company (aka Xcel)**

Underground Electric Division By: _____

Overhead Electric Division By: _____

Gas Division By: _____

OWNER'S AGREEMENT

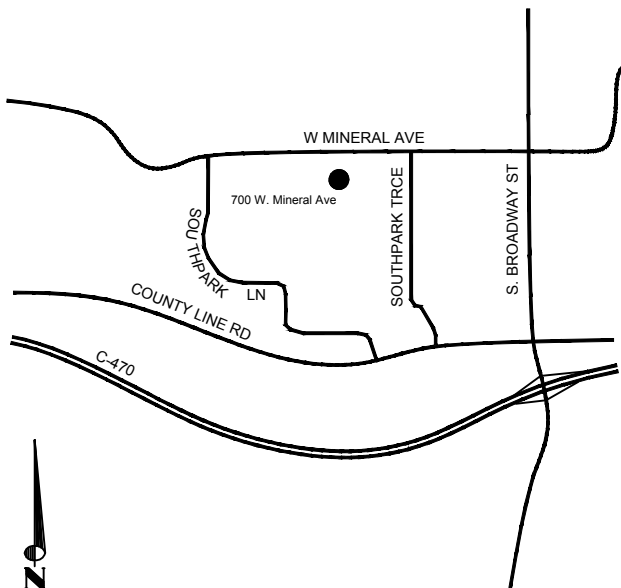
Owner will also need to sign the Revocable License after this application has been reviewed and approved by all parties.

CONTACT INFORMATION FOR OUTSIDE AGENCIES



PUBLIC SERVICE COMPANY (A.K.A. XCEL ENERGIES, INC.)

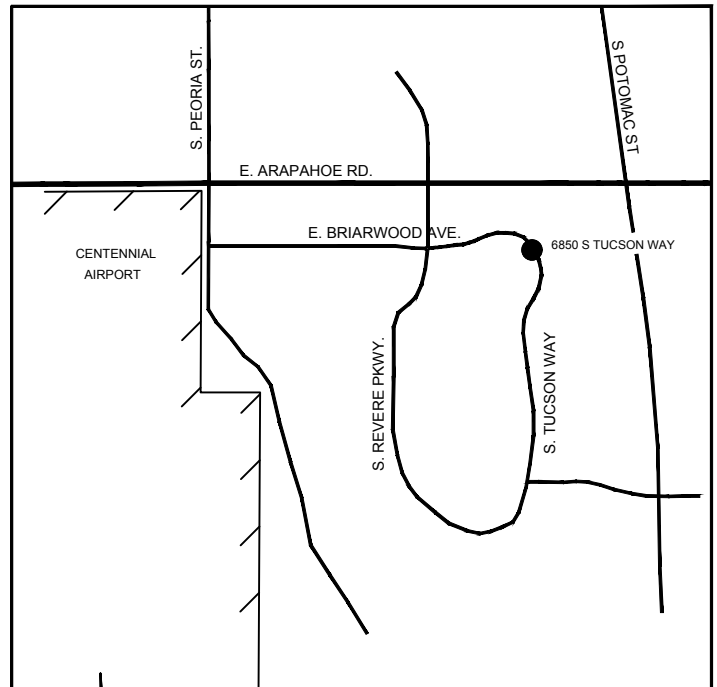
Land Rights Agent: Russ McClung
2070 S. Valentia St.
Denver, Colorado 80231
Fax: (303) 671-3813
Phone: (303) 671-3932
Email: Russell.W.McClung@xcelenergy.com



NO SCALE

CENTURYLINK

NRE.Easement@centurylink.com
Subject: CenturyLink Network Real Estate Department
700 W. Mineral Ave.
Littleton, CO 80120



NO SCALE

COMCAST

COMCAST - Call 8:00 to 5:00 Mon. thru Fri.
6850 S. Tucson Way
Englewood, Colorado 80112
Joe Lowe: (303) 603-5661
Email: Thomas_Lowe@cable.comcast.com
Butch Buster: (303) 603-5682
Email: Butch_Buster@cable.comcast.com