



**CITY PLANNING AND DEVELOPMENT  
CITY OF KANSAS CITY, MISSOURI  
POLICY AND PROCEDURE  
TO RELEASE AN EASEMENT BY SEPARATE PROCESS  
Revised 10-10-2014, 3-13-2015, 4-30-2015, 3-9-2017, 9-23-2019, 5-22-2023**

Code of Ordinance 64-2 previously required easements to be accepted and released by City Council-approved ordinance. However, ordinance 071392 (Code of Ordinance section 64-2) was amended by City Council to allow the City Manager to accept easements through City Communication via the City Clerk that are then recorded. Additionally, ordinance 110718 (Code of Ordinance section 75-12) further amended the process to include easement releases.

The City Manager may release an easement upon a Department Director verifying that the easement is no longer needed and subject to Law Department approval as to form. Once an easement release request is approved by the Division Manager and Department Director, a City Communication Letter of the release is submitted to the City Clerk's Office and processed for recording to formalize the acceptance of the release.

An easement release is sometimes referred to as an easement vacation; however, the term vacation is reserved for vacating the right-of-way of a plat. This process does not cover the release of easements as part of the final plat process or easement agreements between private individuals. **Easements dedicated by plats, by separate instruments to the City's benefit, or as required by the City for compliance with development requirements may be released by this process.**

A letter petitioning the release of an easement must contain the following information and include the [IB159 Form](#):

1. The owner's name, address, phone number, and email address of encumbered and affected properties.
2. An accurate legal description of the easement to be released. Please include a copy of the recorded easement document unless waived by the City. If requesting a "partial" (a portion of the original conveyance) easement release, submit an electronic version (**Word document**) of the metes and bounds legal description, with bearings and dimensions describing that portion to be released.
3. A graphical exhibit of the easement boundary and location, showing/containing the dimensions, bearings, and angles of the easement or easement area to be released.
4. The complete, *Request for Release of Easement Review Form* (page 3) from each utility company or city department that has an interest in or was granted the right to use the easement.

5. The letter must provide the reason for the easement release (e.g., no longer needed, utility relocated, abandoned, no facility in the easement, proposed building to be constructed or modified). Before proceeding, ensure that any relocation or abandonment requirements have already been reviewed, permitted, and inspected, including the submittal of as-builts, prior to requesting the release. The letter, along with the utility statements, should certify that the easement is no longer necessary. The City requires verification before releasing any easement.

**A review/processing fee (\$116.00) is required per easement (see Code of Ordinance-Chapter 75).**  
Please submit the request form, IB159 form, letter, and supporting documents to:

[CompassKC](#)

**Public Improvement Easement  
Acceptance or Release application**

A CompassKC account is required.

The applicant will receive an invoice.

Questions: Land Development Division  
816-513-1500, Option 3

The total time for the communication to be approved and effective is approximately four (4) weeks.

The **Request for Release of Easement Review Form** and utilities contact list are provided below. Contact the appropriate entities to request any release of rights before submitting the request. Please do not forward the form to all contacts listed. If you have any questions, contact the Land Development Division.

Easements released by communication letter can be searched on the City Clerk's webpage.

# REQUEST FOR RELEASE OF EASEMENT REVIEW FORM

Please review the proposed request for the release of the 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. The City requires this review before the release of the easement may be granted.

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

## APPLICANT

Name/Company: \_\_\_\_\_ Phone No: \_\_\_\_\_

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

## UTILITY

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

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

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

## EASEMENT TO BE RELEASED

**Reason for Release** \_\_\_\_\_

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

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

Legal Description of the easement to be released: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

See attached legal description

### UTILITY COMMENTS

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

Easement is not in use and will not be needed in the future.

Object – Comment: \_\_\_\_\_

Will Waive Objection – Comment: \_\_\_\_\_

\_\_\_\_\_

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

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

## Utility or Department Contacts List

<p>1) Public Works Department Street and Traffic Division 5310 Municipal Drive Kansas City, MO 64120 Sam Akula 816-513-9861 <a href="mailto:sam.akula@kcmo.org">sam.akula@kcmo.org</a></p>	<p>2) Public Works Dept Streetlight Services 5310 Municipal Ave KCMO 64120 Octavio Moncada 816-513-9850 <a href="mailto:octavio.moncada@kcmo.org">octavio.moncada@kcmo.org</a></p>	<p>3) Building Plan Review City Planning and Development 414 E 12<sup>th</sup> Street, 5<sup>th</sup> Floor Jeff Lee 816-513-1499 <a href="mailto:jeff.lee@kcmo.org">jeff.lee@kcmo.org</a></p>
<p>4) Parks and Recreation Department Planning Services Division 4600 E 63<sup>rd</sup> St Kansas City, MO 64130 Richard Allen 816-513-7542 <a href="mailto:richard.allen@kcmo.org">richard.allen@kcmo.org</a></p>	<p>5) Water Services Department Permitting and Development Division 414 E 12<sup>th</sup> St, 5<sup>th</sup> Floor Kansas City, Mo 64106 Travis Kiefer 816-513-2139 <a href="mailto:travis.kiefer@kcmo.org">travis.kiefer@kcmo.org</a></p>	<p>6) KCMO Fire Department 635 Woodland, Suite 2103 Kansas City, Mo 64106 Michael Schroeder 816-513-4604 <a href="mailto:michael.schroeder@kcmo.org">michael.schroeder@kcmo.org</a></p>
<p>7) Vinicity Energy 115 Grand Blvd Kansas City, MO 64106 Josh Jeffus 816-889-4915 <a href="mailto:josh.jeffus@vinicityenergy.us">josh.jeffus@vinicityenergy.us</a></p>	<p>8) Century Link/LPEC Gardner, KS 66030 Jerry Woodall <a href="mailto:jerry.woodall@lumen.com">jerry.woodall@lumen.com</a></p>	<p>9) Charter Communications (Spectrum) Richard Sieger 8221 W 119th St Overland Park, KS 66213 Office – 913-643-1925 <a href="mailto:richard.sieger@charter.com">richard.sieger@charter.com</a></p>
<p>10) AT&amp;T 2121 E 63<sup>rd</sup> St, Bldg C Room C1NE6 Kansas City, MO 64130 Carrie Cilke, 816-703-2300 <a href="mailto:cc3527@att.com">cc3527@att.com</a></p>	<p>11) Spire Energy Engineering 7500 E 35<sup>th</sup> Ter. Kansas City, MO 64129 John Strauss 816-381-0969 <a href="mailto:johnny.strauss@spireenergy.com">johnny.strauss@spireenergy.com</a></p>	<p>12) T-Mobile 800 NW TECHNOLOGY DR. LEES'S SUMMIT, MO. 64086 Jason Cantrell 913-488-8489 <a href="mailto:jason.cantrell@sprint.com">jason.cantrell@sprint.com</a></p>
<p>13) Evergy Eric Bowen <a href="mailto:eric.bowen@evergy.com">eric.bowen@evergy.com</a></p>	<p>14) Development Management City Planning and Development 414 E 12<sup>th</sup> Street, 15<sup>th</sup> Floor Kansas City, MO 64106 Joe Rexwinkle 816-513-8824 <a href="mailto:joseph.rexwinkle@kcmo.org">joseph.rexwinkle@kcmo.org</a></p>	<p>15) Google Fiber 908 Broadway Boulevard Kansas City, Missouri 64105 GFiber relocation team <a href="mailto:KC-Google-UC@google.com">KC-Google-UC@google.com</a></p>

## REQUIRED CONTACTS RELEASES BY EASEMENT TYPE

*(Easement Type – “contact number” from above contact list)*

### Storm Drainage, Sanitary Sewer, or Water Main and Appurtenances Easements - 5

**Utility Easement** – 1,2,4,5,6,9,10,11, 13 & 15

**Temporary Construction Easement** – Contact Land Development Division (LDD) for instructions (816) 513-1500, Option 3

**Temporary Access Easement** – Contact may not be listed above – review Grantee information and contact LDD

**Retaining Wall Easement** – Contact may not be listed above – review Grantee information and contact LDD

**Grading Easement** – 1

**Pedestrian R/W Easement** 1

**Temporary Cul-De-Sac Easement** 1 – Contact LDD for instructions

**Conveyance of Easement for Stream Buffers or BMPs** – No consent form required; contact LDD for instructions

**Conveyance of Surface Drainage Easement** - No consent form required; contact LDD for instructions

**Access/Egress Easement** Serving Buildings – 3

**Vehicular Access Easement** per Chapter 88 – 14

**Public Use Access Trail Easement** – 1 & 4