



# APPLICATION FOR REVIEW OF ENCROACHMENT AND/OR RELEASE OF EASEMENT

Gainesville Regional Utilities, Real Estate Division, PO Box 147117, Gainesville, FL 32614-7117

## GENERAL INFORMATION

Periodically, when property is bought or sold, encroachments on easements are discovered through a survey. Since encroachments create a cloud on the title, GRU is often requested to release all or a portion of its interest in the encroached utility easement in order to clear the title.

The process of reviewing an existing or proposed encroachment and/or releasing all or part of easements can be problematic and time consuming. Therefore, GRU established the Review of Encroachment procedure in an effort to recover the cost associated with research, review, utility locations and preparation of legal documents. Instead of asking all of the rate payers to bear the cost of these services, the cost is covered by the individual or company benefiting from requesting the review and/or release of the encroachment.

## APPLICATION INSTRUCTIONS

In order to begin GRU's process for reviewing encroachments and/or handling requests to release our interest in a utility easement, the attached Application for Review of Encroachment and/or Release of Easement must be filled out and turned in to the GRU Real Estate Division, along with a survey showing the encroachment in relation to the affected easement and an application fee of \$300 per easement. Failure to include any of the requested information may result in your application being returned. The application may be completed on a computer but a hard copy must be printed.

## REVIEW PROCESS

Upon receipt of the application and required documentation, all GRU departments must review each request to determine the location and/or existence of electric, water, sanitary sewer, gas or communication utilities facilities.

Within ten (10) working days of receipt of your request, you will be notified of approval or denial.

If your request is approved, the GRU Real Estate Division will prepare all necessary release documents for approval and signature. However, it is the applicant's responsibility to provide a legal description and sketch of the area to be released, which must be prepared by a registered land surveyor.

If utility relocation is required as a result of property development or encroachments discovered through this process, relocation costs will be at the applicant's expense.

This process will allow GRU to continue to provide safe and reliable service to its customers.

## QUESTIONS

Please feel free to contact the Real Estate Division at 334-3400 ext. 1221 with questions or comments regarding the release of easements.



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## APPLICATION

### APPLICANT INFORMATION

Name:			Date:
Address:			Phone Number:
City	State	Zip	Cell Number:
E-Mail Address:			Fax Number:

### PROPERTY INFORMATION

Property Owner's Name:				
Physical Address:				
Subdivision:	Tax ID #	Section:	Township:	Range:
Location of easement on property:				

Description of encroachment or reason for review:

### INSTRUCTIONS

Please attach the following to your application:

- A survey showing the existing or proposed encroachment and/or release area within the easement.
- A check or money order in the amount of \$300 per easement, made payable to Gainesville Regional Utilities.

Failure to include any of the requested information may result in your application being returned.

Forward the completed application, survey and processing fee to the following address:

Gainesville Regional Utilities  
 Real Estate Division (A130)  
 Post Office Box 147117  
 301 SE 4<sup>th</sup> Avenue  
 Gainesville Florida 32614-7117

If technical assistance is needed prior to the submittal of the application, please contact the Real Estate Division at (352) 334-3400 ext. 1221.

**GRU Use Only:** GRU Easement # U-E-\_\_\_\_\_

Survey attached  Yes  No      Fee Received:  Yes  No (Check # \_\_\_\_\_)

Received by: \_\_\_\_\_      Date Received: \_\_\_\_\_