



# Quitclaim

January 2006

The following information and documentation is necessary for us to process your request:

1. State your reason for requesting the quitclaim on the form attached. Placing a permanent structure within a certain distance from the property line may require additional review for compliance with City and State Codes.
2. Attach proof that you are the owner or contract purchaser of the property, or the owner's agent. A tax statement, copy of deed, and power of attorney are examples.
3. Submit signed statements to the City from all utility companies that no utilities are present or intended anywhere within the easement to be (partially) quitclaimed. The City will provide you a utility sign-off form (Attachment 1) to be signed by authorized persons at the respective utility companies. You must also verify that there are no private storm drainage facilities for adjacent properties within the area to be quitclaimed. City staff will decide if the easement still is needed for any other present or future public purpose.
4. Submit a metes and bounds description to the City, of the area to be quitclaimed that has been prepared and stamped by a licensed professional land surveyor.
5. Fill in the blanks on the attached standard form of Quitclaim and release. This form is to be submitted to the Engineering Division and City Attorney for review. We will inform you when the signed Quitclaim is available for you to pick up and record (at your expense) with county deed records.

- |                 |   |
|-----------------|---|
| Attachment 1    | Utility company sign-off sheet.                                   |
| Attachment 1(a) | Utility company contact list.                                     |
| Attachment 2    | Reason for quitclaim and plot plan showing easement to quitclaim. |
| Attachment 3    | Quitclaim deed-statutory form.                                    |
| Exhibit A       | Legal description of easement to be quitclaimed.                  |

# Attachment 1

January 2006

Dear Utility Operator:

\_\_\_\_\_ has requested that the City of Beaverton "Quitclaim" all rights and interest in the easement described on Exhibit A. If you, as your company's representative, have no interest in retaining this portion of the easement, please indicate by signing at the appropriate location.

## Utility Companies

\_\_\_\_\_  
Comcast Cable                      Date                      Northwest Natural Gas                      Date

\_\_\_\_\_  
Verizon Telephone                      Date                      Portland General Electric                      Date

## Public Agencies

(Contact the City Development Services Division to see if applicable)

\_\_\_\_\_  
Tualatin Valley Water Dist.                      Date                      Clean Water Services Dist.                      Date

## City of Beaverton

\_\_\_\_\_  
Development Services Engineering Section                      Development Services Planning Section

\_\_\_\_\_  
Building Division

# EXHIBIT 1 (a)

## Quit Claim Contacts

January 2006

Jamie Stencil  
**Comcast (TV)**  
9605 SW Nimbus Avenue  
Beaverton, OR 97008  
503.605.6158

Cliff Crawford  
**NW Natural Gas**  
220 NW Second Avenue  
Portland, OR 97209  
503.226.4211 ext.6900

Ted Powell  
**PGE (Portland General Electric Company)**  
121 SW Salmon Street  
Portland, OR 97204  
503.464.8120

Scott A Miller  
**Qwest (Telephone)**  
8021 SW Capitol Hill Road, Suite 110  
Portland OR 97219  
503.242.4144

Debra Morrison  
**Verizon (Telephone)**  
4155 SW Cedar Hills Blvd.  
PO Box 1100  
Beaverton, OR 97075-1100  
503.646.1001

# Attachment 2

February 2005

Reason for quitclaim: \_\_\_\_\_

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Plot plan of quitclaim area

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

North Arrow  
Scale

The above sketch must accurately describe the lot and easement to be quitclaimed.

# QUITCLAIM DEED-STATUTORY FORM

City Attorney Standard Form (Rev. 7/95)

By this instrument, the City of Beaverton, a municipal corporation, 4755 S.W. Griffith Drive, Beaverton, Oregon, GRANTOR, releases and quitclaims to

\_\_\_\_\_, GRANTEE, all right, title and interest in and to the following described real property situated in Washington County, Oregon:

See Exhibit "A" attached

The true consideration for this conveyance is other, non-monetary consideration.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_.

## GRANTOR

\_\_\_\_\_  
\_\_\_\_\_, Mayor, City of Beaverton  
Print Name

State of Oregon, County of Washington ) ss.

Acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_

by \_\_\_\_\_, acknowledging said instrument to be his/her voluntary act and deed.

\_\_\_\_\_  
Notary Public for Oregon  
My commission expires: \_\_\_\_\_

THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES AND TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930.

**After recording return to GRANTEE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Exhibit A

February 2005

Metes and Bound legal description of easement to be quitclaimed.