

EASEMENT SUBMITTAL REQUIREMENTS

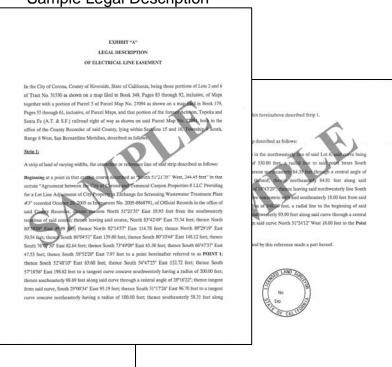
The following items are required in order to process an easement:

- 1. Legal description labeled as Exhibit "A" and plat labeled as Exhibit "B" on 8 ½" x 11" sized paper showing the property and dedicated portion thereof, wet signed and sealed by a licensed land surveyor or Registered Civil Engineer.
- 2. Title Report, showing the name(s) and vesting of the current owner(s), not more than 90 days old.
- 3. Closure calculations.
- 4. Check in the amount of \$840.00 for easement processing service.*

After the above items are received and processed, documents will be prepared by the City and returned to the owner for signature notarization. At that time, one of the three original documents may be retained by the owner for their records. Upon receipt of the two remaining executed dedication forms from the owner, the City will execute the remainder of the process.

*Fees for easement processing will be increasing to \$870.00 on July 1, 2008.

Sample Legal Description



Sample Plat Map

