



Real Property Instructions for Easements (except wet utilities)

These instructions should be reviewed **before** completing the Real Property Application. Separate Applications are required for each easement.

Intake Meeting Requirements

Applications are only accepted at a scheduled intake meeting, held every Thursday from 10:00-11:30A in 1/2 hr. increments or a mutually scheduled time. If the applicant does not have a complete application, all supporting documentation, current title and fees at the pre-submittal, we cannot accept the application. On the completed Application, please have both the Vested Owner and Designated Rep sign.

Please bring the following documents to the intake meeting:

1. Complete Application Fees \$ 280 per easement per vested property owner (Title Review).
2. Legal Description of property utilized for easement, signed and sealed by a Registered Land Surveyor.
3. Scaled Depiction of the easement area described in the Legal Description tied to a section corner, quarter corner, brass cap or valid monument with radial bearings for all non-tangent curves, distances, areas, radii, central angles, dimensions and line and curve data for all calls matching the Legal Description).
4. Legal Description Closure Report.
5. 1/2 size set or (11 x17) of Plat/Development/Improvement Plans or _____ Plans.
6. Copy of a notarized, executed Signature Block of the Vested Owner may be required.
7. A recent Title Commitment (within 60 days) with an electronic copy of the title commitment, and each Schedule A and Schedule B document saved on CD/DVD in PDF Format per application instructions.

If the submission is complete and the Legal Description closure is verified, we can complete the application process.

All Real Property documents must be submitted and executed for recordation prior to final plan approvals.