



EASEMENT APPLICATION

Application must be complete and submitted with construction plans and specifications for preliminary review

PLEASE SELECT ONE: Easement Dedication Easement Release

PROPERTY OWNER(S): _____
(Names must be exactly as they appear on the deed)

ADDRESS: _____

PHONE NUMBER: _____ E-MAIL: _____

ALL LENDERS (Please furnish copies of all lien documents): _____
(Names and Addresses)

IF OWNER IS A CORPORATION, PARTNERSHIP, OR JOINT VENTURE (also see #'s 5 & 6 below):

1. State of Incorporation / Registration _____

2. Partners' Names (if applicable) _____

3. Person Authorized to Sign _____
(Name and Title)

The following must be provided (please check items that are attached):

- 1. A **copy of a recent** (within 90 days) **title insurance policy or title** report reflecting the name(s) of the record title owner(s), any lien(s) and other encumbrance(s) **and** a copy of the vesting deed; and
- 2. For unplatted property, a **signed, sealed and dated metes and bounds** description **and a diagram** of the property showing the location of the easement tied to a City control monument; or
- 3. For platted property, a **copy of the plat** showing the lot, block, subdivision, and recording information.
- 4. For blanket easements, a **signed, sealed and dated metes and bounds** description **and a diagram** of the property tied to a City control monument.
- 5. Corporate or partnership owners **must furnish** a copy of a corporate resolution or other proof of authority to sign on behalf of the corporation, partnership, or joint venture.
- 6. A copy of the company's Certificate of Formation.
- 7. Name, address, phone number, and e-mail of person who is to receive the easement and be responsible for getting it executed:

- 8. If releasing a Temporary Blanket Easement: Copy of the original Temporary Blanket Easement showing volume and page number.
- 9. If releasing a Temporary Blanket Easement: Copy of the original metes and bounds description and diagram or copy of the plat.

Any land acquisition resulting from Capital Improvement Projects requires a meeting with the Legal Department