

Requirements for Easements

- Copy of Current Deed.
- Proper completed Easement Form.
- Legal Signatories and Notarized.
- Legal descriptions typed with project number or name.
- Exhibit should have a Vicinity Map, Streets and project number or name. (drawing should match the typed legal description)
- Technical Review will review information for consistency and mapping will confirm the legal description.
- Legal will review form for legality.
- Routing the easement, exhibit and information through City Council takes a minimum of 3 weeks.
- After approval and signed by the City Clerk, or the Mayor, the easement will be filed in the correct County.

NOTE: The typed legal description may be on the drawing as long as it is legible and suitable for recording.