

Southwest Metropolitan Water and Sanitation District

Easement Preparation and Submittal Procedures and Checklist

These procedures have been prepared in order to provide general guidelines for the submittal of information necessary for the preparation of water and sanitary sewer easements granted to Southwest Metropolitan Water and Sanitation District. This information generally includes legal descriptions and drawings, an overall easement drawing, and a title commitment. Information contained herein should be used in conjunction with the District's water and sewer system specifications.

All information required in the submittal section of these procedures must be presented to the District prior to the approval of and release of construction plans. Submittals must be accompanied by this form with Part A completed by the Easement Grantor or his designated representative.

The Southwest Metropolitan Water and Sanitation District will obtain a commitment for title insurance for all proposed easement parcels. The costs for the title commitment will be charged to the person or entity granting the easement. All legal fees and costs associated with preparation of the easement documents will be charged to the grantor.

Submittal

The following information must be presented in two copies to the Southwest Metropolitan Water and Sanitation District.

1. A legal description and 8 ½" x 14" drawing of each proposed easement. The drawing must be prepared in either 1" = 50 feet or 1" = 60 feet scale (see attached example).

Each separate property ownership requires a separate legal description and drawing. Legal descriptions and drawings shall be numbered consecutively as parcel number 1, parcel number 2, etc.

All legal descriptions and drawings must have ties to recognized land corners and must indicate the basis of bearings.

The acreage of the proposed easements shall be indicated on the legal descriptions and drawings.

2. An overall survey drawing, certified by a registered land surveyor, showing the boundaries of the development, the proposed easements, and all existing easements, ditches, and structures.

If off site easements are requested and not shown on the overall survey drawing, a separate overall drawing indicating the relationship of offsite easements to the proposed development shall be submitted. Encroachments and/or encumbrances on the proposed offsite easements, such as existing easements, ditches, and structures, must be identified on the overall drawing.

3. Proof of ownership as described in Part A (below).

Easement Checklist

Part A (to be completed by Grantor)

1. On the lines provided below, please type or print the name of the Grantor for each easement exactly as the Grantor's name appears on the Deed by which the Grantor took title to the property. If the Grantor is a corporation, please list the State in which the corporation was incorporated, plus the names of all officers. If Grantor is a general partnership, a copy of the recorded trade name affidavit must be furnished along with the names of the general partners. If Grantor is a limited partnership, a certificate of limited partnership must be furnished along with the names of the partners.

<u>Easement No.</u>	<u>Name, title, address and telephone number of persons who will be signing Easement Deed</u>
_____	_____
_____	_____
_____	_____

2. Please provide the name, address, and telephone number of the party to whom the prepared documents should be forwarded for signature.

Easement No.(s)

Name, address, and telephone number

3. A request is made to include the following special provisions within the Easement Deed. Please list by parcel number and explain the reasons such special provisions are desired.

4. Please list name, address, and telephone number for the party responsible for payment of costs associated with preparation of easement documents.

Part B (To be completed by District Representative)

1. Please provide the information requested below:

Easement Parcel	Water or Sewer Easement	Exclusive or Non-Exclusive	For Water Line Easement, state whether it is A) a 30 ft. Exclusive: B) a 30 ft. P.U.D.: or C) a 50 ft. Non-exclusive
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. The legal descriptions, drawings, and proposed locations of utilities have been compared and reviewed, and are recommended for acceptance by the District.

(District Representative)

(Date Approved)

Part C (To be completed by District Representative)

1. Please state any special considerations or time restraints which should be brought to the attention of the District's attorney. Include a brief background statement describing location and extent of development as well as proposed points of connection to existing mains.

3. I have reviewed the proposed easements and recommend that they be accepted by the District.

(District Representative)

(Date Approved)

Part D (To be completed by District Representative)

1. For each easement, please provide the following information.

Easement No.	Date Recorded	County	Reception No. or Book and Page No.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Copies of all easements have been mailed to (please indicate date mailed):

_____ Grantor

_____ District Attorney (with copy of Easement checklist)

_____ District Engineer (with copy of Easement checklist)

_____ Denver Water Department (Water Easements Only)

(District Representative)

(Date Approved)