

**EASEMENT CHECKLIST  
(Created on City Property or  
Vacating Publicly Used Easements)**

Location of Easement \_\_\_\_\_

Zone \_\_\_\_\_ Developer \_\_\_\_\_ Engineer \_\_\_\_\_

<u>Development Stage</u>	<u>Checked Item/Details</u>	<u>Approved</u>	<u>N/A</u>	<u>Criteria/Comments</u>
A. Meet with City Engineer				
1. Obtain & Discuss				
A) Easement- Creating or Vacating				
1) Location	_____	_____	_____	_____
2) Length	_____	_____	_____	_____
3) Width	_____	_____	_____	_____
4) Easement Purpose/Need	_____	_____	_____	_____
5) P.U.E.	_____	_____	_____	Need all Utilities Concurrence
B) Checklist	_____	_____	_____	_____
C) City Master Planned Utility Maps	_____	_____	_____	_____
D) Application Forms				
1) Sketch Meeting	_____	_____	_____	_____
2) Planning Commission Mtg.	_____	_____	_____	_____
E) Drawing formats	_____	_____	_____	All in ACAD/ pdf
B. Sketch Meeting (1 <sup>st</sup> or 3 <sup>rd</sup> Thursdays)				
1. Required Documents				
A) Location Map				
1) North Arrow	_____	_____	_____	_____
2) Scale	_____	_____	_____	_____
3) Proposed easement	_____	_____	_____	_____
Created or vacated shown in Red	_____	_____	_____	_____

Development Stage   Checked Item/Details

Approved   N/A

Criteria/Comments

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C. Planning Commission Meeting

1. Required Documents

A) Boundary & Site Plan

1) Existing Easements (including PUE's within 200 ft. of proposed easement to be created or vacated)

a) Location \_\_\_\_\_

b) Type \_\_\_\_\_

c) Width \_\_\_\_\_

d) Bearings \_\_\_\_\_

e) Distances \_\_\_\_\_

\_\_\_\_\_  
PUE, Trails, Etc.  
\_\_\_\_\_  
\_\_\_\_\_

2) Proposed Easement to be created or vacated

a) Location \_\_\_\_\_

b) Type \_\_\_\_\_

c) Width \_\_\_\_\_

d) Bearings \_\_\_\_\_

e) Distances \_\_\_\_\_

\_\_\_\_\_  
PUE, Trails, Etc.  
\_\_\_\_\_  
\_\_\_\_\_

B) Deeds (for easement created)

1) Grantor

a) Name \_\_\_\_\_

b) Address \_\_\_\_\_

2) Grantee

a) Name \_\_\_\_\_

b) Address \_\_\_\_\_

3) Easement Legal Description

a) Closure \_\_\_\_\_

4) Grantor Signatures \_\_\_\_\_

5) Notary \_\_\_\_\_

C) Legal Description for Easement Vacated

1) Closure \_\_\_\_\_

D) Applications/Fees

1) Planning Commission Application \_\_\_\_\_

2) Planning Commission Fees (\$25) \_\_\_\_\_

E) Approvals

<u>Development Stage</u>	<u>Checked Item/Details</u>	<u>Approved</u>	<u>N/A</u>	<u>Criteria/Comments</u>
				3
	1) City Engineer Approval			
	a) Approval	_____	_____	_____
	b) Copy for File	_____	_____	_____
	2) Planning Commission Approval			
	a) 1 <sup>st</sup> or 3 <sup>rd</sup> Tuesday (Deeds)	_____	_____	_____
	b) Planning Chairperson Stamp on deeds.	_____	_____	_____
D. City Attorney (Vacated Easements only)				
	1. Create Vacating Ordinance	_____	_____	_____
	2. Schedule for City Council	_____	_____	_____
E. City Council				
	1. Required Documents			
	A) Created Easement Deeds (Provided by City Engineer)	_____	_____	_____
	B) Easement Vacating Ordinance (Provided by City Attorney)	_____	_____	_____
	2. Meeting Scheduling			
	A) Created Easements (City Engineer)	_____	_____	_____
	B) Vacated Easements (City Attorney)	_____	_____	_____
	3. Work Meeting (1 <sup>st</sup> & 3 <sup>rd</sup> Wed. Each Month)	_____	_____	_____
	4. Action Meeting (2 <sup>nd</sup> & 4 <sup>th</sup> Wed. Of month)	_____	_____	_____
F. Recording Process				
	1. Mayor sign deed (Creating an Easement)	_____	_____	_____
	2. Mayor signs Ordinance (vacating an easement)	_____	_____	_____
	3. Deed or Ordinance recorded (By City Recorder)	_____	_____	_____