

## **Easements and Dedications - Approval and Recording Procedures**

### **Projects by Private Contract**

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Consultant uses standard template from City's website  
Consultant submits template and tract map to Engineering for review and signature  
Agent records easement  
Original recorded easement comes back to Engineering  
City Council accepts easement  
City Clerk retains original document

### **City-let Projects**

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Consultant uses standard template from City's website  
Consultant submits template and tract map to Engineering for review and signature  
Engineering records easement, paid out of project  
Original recorded easement comes back to Engineering  
City Council accepts easement  
City Clerk retains original document

### **Planning Cases**

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Agent uses standard template from City's website  
Agent submits template to Engineering for review and signature  
Agent provides recording fees and executed easement to Planning  
City Council approves easement with case  
City Clerk records easement  
Original recorded easement comes back to Engineering  
Engineering provides original document to City Clerk and electronic copy to Planning  
City Clerk retains original document

\*\*should more than one owner be required to sign for a property the additional owner signature sheet should be utilized