

EASEMENT REQUIREMENTS



1. Off Site Easements

Acquisition of all offsite easements are the sole responsibility of the developer. These easements must be acquired using an Easement Agreement with the current record property owner(s) as "Grantor" and the Developer as "Grantee". An easement survey plat should be prepared in accordance with "Requirements for Easement Survey Plat" included in this section. Subsequently, these easements will be transferred/assigned/conveyed to the Metropolitan Sewerage District via a Conveyance of Sewer System and Easement Agreement (see sample in this section).

2. Relocation of an Existing MSD Sewer Line

At times, it may become necessary to relocate a portion of the existing MSD sewer system in order to accommodate development of a particular parcel. In these situations, an easement survey plat must be prepared in accordance with easement survey plat requirements and a conveyance document prepared transferring easement rights to the new easement area and ownership of physical elements of the relocated portion of line. You may contact MSD Planning and Development to determine the appropriate form(s) for the site and situation.

NOTE: TRANSFER DOCUMENTS WILL BE REQUIRED PRIOR TO BEGINNING CONSTRUCTION FOR ALL RELOCATION PROJECTS

3. Pump Stations

Pump station easements must be transferred to MSD using the Conveyance of Sewer System and Easement Agreement form example included in this section. The location and dimensions of the required easement areas will be determined on a case by case basis. Pump station easements will require an easement survey with the easement area defined by metes and bounds around the pump station site. Conveyance of an access easement may also be required.

4. Others

For all other projects, easement survey plat requirements may be combined or incorporated into the subdivision plat, the final as-built, or as a separate easement survey as long as all of the required MSD easement survey plat information is shown. Upon review and approval by the District to ensure conformance with MSD easement survey plat requirements, the document may be recorded. A Conveyance of Sewer System and Easement Agreement (sample enclosed) is then prepared with specific reference to the recorded plat.

5. Document Sequence

- a) Easement survey plat is prepared in appropriate format
- b) Easement survey plat is submitted for review by the District as to conformance with plat requirements
- c) Easement survey plat is recorded
- d) Conveyance document is prepared by the Developer's attorney and submitted to the District for review prior to recording. Must include a copy of the supporting survey plat for verification of information
- e) Conveyance document recorded

NOTE: CERTIFICATE OF OCCUPANCY WILL BE HELD PENDING RECEIPT OF ALL FINAL TRANSFER DOCUMENTS

Revised – March 12, 2009