



PROCESS FOR SEWER OR WATER EASEMENT DEDICATIONS DIRECTIONS AND DOCUMENT CHECKLIST

Land Division
Department of Real Estate and Asset Management
141 Pryor Street, SW, Suite 8021
Atlanta, GA 30303
404-612-5727

DIRECTIONS

- Step #1: Acquire appropriate documentation from a representative of the Department of Public Works, Water Resources Division (WR). Documents include:
- Directions and Document Checklist
 - Easement Dedication Information Summary (included with Easement Document)
 - Easement Document
- (Note: please ensure you have the proper document for the easement dedication. The “individual forms” are to be executed by an individual (or individuals) whereas the corporate forms are to be utilized by corporations, LLCs, partnerships and the like.)
- Owner’s Affidavit Document (Corporate or Individual)
 - Signature requirements
- Step #2: Prepare documents, plats, and legal description under the requirements set forth in these directions and by the representatives of WR.
- Step #3: Return completed easement forms, plats, legal description (if necessary), and any other required documentation to WR. A representative of WR will conduct a cursory review of the documentation and ensure that the plat has been prepared correctly.
- Step #4: Once plat is approved **and initialed** by a representative of WR, submit all required documentation to the Land Division, which is located on the 8th floor of the Government Center in **Suite 8021**.
- Step #5: A representative of the Land Division will conduct a thorough review of the documentation. If all of the requested information has been provided and no corrections are needed, the Land Division will accept the easement for processing and will provide notification to WR.
- Step #6 A representative for WR will then grant your utility permit if all of their other requirements have been met.

IF YOU HAVE ANY REAL ESTATE-RELATED QUESTIONS REGARDING THIS PROCESS, PLEASE
CONTACT THE LAND DIVISION AT 404-730-7870.

IF YOU HAVE ANY QUESTIONS REGARDING THE PERMITTING PROCESS,
PLEASE CONTACT THE WATER RESOURCES DIVISION AT 404-612-7429.

IMPORTANT NOTICE

*****EASEMENT DEDICATIONS MAY ONLY BE RECORDED
BY A REPRESENTATIVE OF THE LAND DIVISION. PLEASE DO NOT ATTEMPT TO RECORD
THESE DOCUMENTS ON YOUR OWN. THANK YOU. *****

CHECKLIST

The following items must be submitted to the Land Division for proper processing:

Fully executed document signed in accordance with signature requirements included in the document entitled "Requirements for Conveying Title to Land". All documents shall be witnessed and notarized.

Executed "Owner's Affidavit" form. This document shall also be witnessed and notarized. Please note that the "individual form" is to be executed by an individual (or individuals) whereas the corporate form is to be utilized by corporations, LLCs, partnerships and the like.

Copy of most recent recorded deed to property showing current ownership

Proof of authorization to sign for corporation, LLC, partnership, etc. (*See Item #2 on Requirements for Conveying Title to Land*)

Completed Information Summary (*Attached to Easement Document*)

Plat map (*to be attached as "Exhibit A" to the easement document and the owner's affidavit; see requirements below*)

Metes and bounds legal description of area to be dedicated

PLAT MAP REQUIREMENTS

Plat map shall be signed, stamped, and dated by a professional engineer (P.E.) or a registered land surveyor

Plat map shall be no smaller than **8 ½ inches by 11 inches**

Plat map shall provide enough information to easily identify dedicated easement area in the field. Please show land lot lines.

Name of project shall be shown on map

Parcel identification number of each impacted property shall be included

Name of property owner(s) of each impacted property shall be included

Map shall have a north arrow

Please show scale of plat map (minimum scale 1"=20'; maximum scale 1"=100')

Note existing conditions within easement area

PLAT MAP REQUIREMENTS (continued)

Describe easement area by bearings and distances

Describe any water/sewer lines by bearings and distances

Easement shall be tied back to the point of beginning. Provide angle and distance tie at each property line.

Indicate the total square feet of construction and permanent easement for each property owner (Note: Permanent easements shall be a minimum width of 20 feet)

Indicate Grantor(s) name in title block of right of way/easement plat

Indicate subdivision name (if known) and include plat book page and number

OTHER NOTES

Please make sure to print names below signatures. Those signing on the behalf of a corporation, LLC, partnership, etc. should also provide their title.

Any corrections made to the document should be crossed out and initialed by those signing the document.

Please do not make any changes to the wording of the document without prior approval from the Land Division (404-730-7870). Any unauthorized changes to the form could delay the permitting process.

Projects often require the acquisition of property rights from neighboring property owners. An example of this situation would involve the need to acquire a sewer or water line easement across an abutting property so that a petitioner's (developer's) property could be connected to the nearest sewer or water line. In these situations, the petitioner **must** negotiate with the neighboring property owner(s) in an attempt to acquire the necessary easements. Please note the following:

- Easement dedications will only be accepted if executed on forms approved by Fulton County. As noted above, please do not make any changes to the document language without prior approval from the Land Division (404-730-7870). Any stipulations or monetary agreements between the petitioner and the neighboring property owner should be included in a separate agreement between the two parties.
- Petitioner must provide proof of ownership (copy of recorded deed) of the person or entity granting the easement to Fulton County. Please remember to obtain proof of authorization to sign for corporation, LLC, partnership, etc.
- If the easement area required for the project has already been dedicated to Fulton County, please provide a copy of the recorded easement document, and/or plat.