



**SAWS Corporate Real Estate
Bruce Haby - Manager**

**REQUIREMENTS FOR PERMANENT EASEMENTS
(Developer Projects)**

Submit the following data to SAWS Development Engineering Services at SAWS Customer Service Bldg. (Tower II, 2nd Floor).

1. CURRENT TITLE OWNERSHIP: Provide a current Title Report (from a title company) where the effective date is no later than six (6) months prior to the date of submittal that is easily understood with the following clearly set out:
 - A. Effective date of search,
 - B. Legal description (with plat attached showing where the property is located),
 - C. Record Title Ownership of the property (current record title owner and recording information), and
 - D. Current lienhold information (list outstanding Deeds of Trust and recording information – if none, indicate none of record).

(Make sure you order a *Title Report* or *Title Search Report* that includes the above information, and not an *Abstractor's Report*. An *Abstractor's Report* is not acceptable.)

2. INDIVIDUAL PROPERTY OWNERS, PARTNERSHIPS, CORPORATIONS, TRUSTS, ORGANIZATION, DEVELOPERS, LENDERS AND DOCUMENTATION REGARDING ANY LIEN HOLDERS IF APPLICABLE:
 - A. If owner is a legal entity, documentation will be needed showing how the organization was established, along with signatory information.
 - B. Developers will also need to sign the easement document, accepting all responsibility for the project until the facilities have been completed and accepted by SAWS. SAWS will need developer's name and signatory information.
 - C. If there is a lien against the property, lender is required to sign the easement document, subordinating its lien to the SAWS easement. SAWS will need lender's name and signatory information.

3. PLAT AND FIELD NOTES:
 - A. Provide two (2) original sets of Plat and Field Notes both signed and sealed on 8 ½" x 11" paper, when possible.

- B. On the Plat, include all improvements, existing easements and proposed easements within the easement area or in close proximity of the easement area (up to 5’ therefrom).
- C. Include owners name, size of the parent tract and the vesting deed’s recording information within the subject property boundaries, and include the same information for all properties adjacent to the proposed easement within their boundaries. Also, include the legal description of the parent tract within its boundaries.
- D. If easement is within a recorded subdivision, include the subdivision name and recording information of the subdivision plat on the Plat and Field Notes.
- E. On a location map, show approximate location of the proposed easement.
- F. Include Project Name and Parcel Number in the upper right-hand corner of Plat and Field Notes.
- G. Include arrow on Plat to indicate North, to be pointing to the top of the page, whenever possible.
- H. In the Field Notes heading, include the amount of acreage and square footage, as shown below:

Example 1:

FIELD NOTES
for a 0.077 Acre (3,354 square foot)
(16-Foot Permanent Sewer Easement)

Example 2: *Exception: City-owned properties (i.e. City of San Antonio) – Do Not use “Easement” on any area of the Plat and Field Notes. As follows:*

FIELD NOTES
for a 0.077 Acre (3,354 square foot)
(16-Foot Joint Use Area)

- 4. **CLOSURE REPORT:** A closure report must accompany all Plat and Field Notes to ensure accuracy.

NOTE:

- A. Incomplete packages cannot be accepted.
- B. **ALL EASEMENT DOCUMENTS** are to be prepared and reviewed by SAWS Corporate Real Estate prior to being filed of public record and/or distribution of a General Construction Permit (GCP) from SAWS Development Engineering Services.