REACH

Easement Checklist for Developers Prior to Submission Citizens

This is a guide for developers when submitting easement documents for water and sanitary main extensions to the REACH team and what is typically required with each document.

Required documents for ALL easements:

1. CAD file,
2. Deed,
3. Easement legal language,
   a. All exhibits outlined in easement document.
4. Recorded Plat.
   a. If easement language refers to a recorded plat or is within a platted area.

Requirements for each document:
1. CAD file
   a. File must be AutoCAD 2016 or earlier,
   b. File must be in State Plane East coordinates,
   c. File must only be the outline of the easement boundary. Nothing else will be accepted within the file.
2. Deed
   a. Document must be recorded,
   b. Document must have the parcel number[1],
   c. Document must have the correct parcel owner when compared to the parcel owner in the appropriate county's GIS system.
3. Easement legal language
   a. Document must be on the correct territory (Indianapolis vs Westfield), utility (water vs sanitary) and type (temporary vs non-exclusive) template,
   b. Document must contain the correct cross-reference number(s) from the deed and recorded plat (if referenced),
   c. Document must contain the correct parcel number from the county GIS,
   d. Document must contain the correct grantor that is the *exact[2]* same as the grantor on the deed,
   e. Document must be filled out with all necessary grantor information (date, grantor signature, name, title, and company),
   f. Document must be notarized,
   g. Document must contain all exhibits as outlined in the document,
      i. If an exhibit has multiple pages, all sheets must be labeled with exhibit name and include page numbers (i.e. Exhibit A; 1 of 2, Exhibit A; 2 of 2).
   h. Document must only contain 8.5"x11" sheets.
4. Recorded Plat
   a. Document must be recorded.

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[1] Does not necessarily have to match parcel number on GIS.
[2] The grantor must be exactly the same. This includes any punctuation, words, letters, etc. i.e., a comma or a "the" must be included.