

Easement Plat Checklist

For easement dedications, encroachments or releases:

1. A plat of the parent tract with bearing and length of each line shown and labeled (meas.) if measured in the field, (deed) if taken from deed, (plat) if taken from plat, or (calc.) if calculated. Curve lines must be labeled with enough curve data to define the curve.
2. Reference of at least one corner of the permanent easement to a corner of the present tract. More may be required in some instance.
3. Description of any monuments and notation.
4. Names of property owners and record sources of each property adjoining the new permanent easement.
5. Name of roads and width of R/W.
6. North point or reference meridian and it's basis.
7. Location map of sufficient detail to locate the parcel being surveyed. Include a separate north point.
8. Show all existing easements with identification and record source.
9. Graphic and written scale.
10. Statement that the unadjusted error of closure meets or exceeds governing authorities.
11. Indicate method of survey where applicable: i.e. random traverse, direct-on-line, parallel offsets etc.
12. Original dated signature and seal of the Professional Land Surveyor responsible for the survey.
13. Record source of the sewer and drainage easement being reviewed.
14. Title block containing the following:
 - Title of the survey
 - Address of the property including zip code
 - Address of the property owner including zip code
 - Name and address of the Professional Land Surveyor or the surveying firm
 - Parcel number
 - Tax block and lot number
 - Deed book and page number
 - Date
15. Delineation of the new permanent easement with the bearing and length of each line (angle at each P.I. may replace bearing). Curved lines are to be labeled with curve data sufficient to define the curve.
16. Area of temporary easement. Delineation of the temporary construction easement (if any).
17. Area of permanent easement to be acquired. Easement to be hatched.
18. Area of easement encroachment. Encroachment must be cross-hatched.
19. Area of Easement Release. Easement releases must be cross-hatched.
20. Limits of the permanent easement are to be clearly identified and labeled "Sanitary sewer and Drainage easement" and width to be labeled.
21. Limits of the temporary construction easement are to be clearly identified and labeled "temporary construction easement" and width to be labeled.
22. Please refer to example drawings and Chapter 7 of the MSD Design Manual for proper plat preparation.