June 1, 2015

TO: Property Owners, Developers, Real Estate Agents, Engineers & Land Surveyors

FROM: David Johnson

SUBJECT: Easement Release & Encroachment Procedures

Upon determining that an easement should be released or encroachment agreement is necessary, please follow the procedures below in order to expedite the process.

PLAT SUBMITTAL PROCEDURES:
1. Submit to MSD, 700 West Liberty Street, P. O. Box 740011, Louisville, Ky. 40203-1913, Attention: David Johnson, Engineering Development/ Plan Review.
   a) Original surveyor’s signature and stamped plat with release/encroachment request clearly marked. (2 copies) The plat must meet minimum standards of practice for land surveying in the State of Kentucky and MSD standards.
   b) A non-refundable $25 check written to MSD. The fee handles MSD reviewing, processing and recording courthouse fees (IF APPROVED).
   c) A letter written to Angela Akridge, P.E., Director of Engineering/ Chief Engineer, stating reason for request.
   d) In the event that this is an Encroachment Agreement, the property owner must complete and signed the agreement with their signature notarized. (If signing for a corporation, partnership or limited liability company, a copy of a corporate resolution, operating agreement, article of incorporation, whichever is applicable, must be submitted with plat.)

MSD REVIEWING PROCEDURES:
2. Quitclaim/Encroachment to be reviewed in office. At any phase of the review, the approval can be denied if MSD has existing or possible future facilities to be built within the easement. The required internal steps to be taken by MSD are listed below and take approximately 2 weeks:
   a) Plat reviewed to meet required standards and sanitary sewer review.
   b) Drainage review with drainage construction plans and possible field inspection.
   c) Engineering director’s approval
   d) Legal review, approve and sign
   e) Chief Engineer's signature notarized
   f) Recording at Courthouse

Should you have any question during this process, please feel free to call David Johnson at 540-6392.