



Louisville and Jefferson County Metropolitan Sewer District  
700 West Liberty Street  
Louisville Kentucky 40203-1911  
502-540-6000  
[www.msdlouky.org](http://www.msdlouky.org)

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,
2. 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.