

Easement Review Checklist

Date: _____
Engineering Firm: _____ Attn: _____
Project Name: _____ SAMCO Job#: 757. _____
Developer: _____
Date Easements Received: _____

Note: No easement review will begin until the following documents and or information has been received. Please forward the documents noted below for each easement submitted. We appreciate your attention to this matter. Thank you.

- _____ Transmittal Letter Identifying Project Name & Section and Documents Provided
- _____ Completed Easement Agreement or Warranty Deed
- _____ Exhibit "A" Legal Description
- _____ Exhibit "A" Drawing Exhibit (Include Digital File Meeting HSE Requirements)
- _____ Construction Plan Sheet(s) (Sewer only; Clearly Denote Easement Location)
- _____ Preliminary Secondary Plat
- _____ Land Title Survey
- _____ Subject Deed (Current Ownership)
- _____ Additional Deeds (Current Ownership)
- _____ Other Easements & Deeds (Adjoiners, referenced documents, etc)
- _____ Encroachment Agreements

Additional Comments:
Please do not submit partial information.

David A. Clark, P.E.

cc: Jim Hart, Sanitary Management & Engineering Company, Inc.