

EASEMENT ACQUISITION CHECKLIST AND INSTRUCTIONS

Most development sites will require the acquisition of easements. Use the following PROCESS and CHECKLIST in preparing easement plats or exhibits.

PROCESS

1. Easement acquisition will run concurrently with civil plan review. Easement plats or exhibits will need to be prepared and submitted for review as the site design is finalized. Only a pdf is needed during review.
2. Easement plats, easement documents, and extension agreements must be signed prior to the City scheduling a pre-construction meeting. The City will prepare the easement documents and extension agreements whereas the developer will prepare the easement plat or exhibits.
3. The City will record the signed documents upon receipt.
4. The developer will modify the easements during the as-built stage if changes occur that require new or modified easements.

EASEMENT PLAT/EXHIBIT CHECKLIST

Easements can be acquired via a plat or as exhibits:

A plat must be signed by a South Carolina registered Land Surveyor and should be 18"x24" up to 24"x36" in size.

Exhibits do not require having a surveyor seal but are only 8.5"x 11" in size or 8.5"x14" and must be designed as Exhibit A.

Typically larger or more complex projects can be more easily described via plats whereas exhibits are more suited to smaller projects with few or simple easements. Clarity is the ultimate determining factor. All easements must be fully described such that all easements can be recreated on the ground from the documents provided.

1 : REQUIRED INFORMATION:

- A []** Provide title block listing project name, company name, date of submission, and surveyor seal as applicable.
- B []** North arrow and scale.
- C []** Label existing and proposed road names.
- D []** List name and address of owner and tax account number for subject property.
- E []** Signature block for owner. If offsite easements are required then a separate plat/exhibit must be prepared for each parcel with a separate owner.
- F []** Provide a northing and easting point of beginning. Plats and exhibits must be tied to State plan coordinates (NAD 83).
- G []** Each segment of the easement must be provided with a bearing and distance or described with an easement centerline. Line charts can be used as needed for clarity.
- H []** Public and private easements shown and fully described.
- I []** Label each easement as public or private and list the width of the easement.
- J []** Provide square footage within the easement for each type of easement (electrical, sewer, etc)
- K []** Public easements are to be shaded to easily differentiate from private easements.
- L []** Label existing parcel boundaries and adjacent property owners as applicable.
- M []** Title plats as "Easement Plat" and exhibits as "Exhibit A".

N [] Plats/Exhibits should focus on clarity and description of easements and property boundaries. Limit other line work and labels to major mile markers, lot numbers, road names, adjacent property owners or other data that help locate the easement on the property.

O [] Proposed public infrastructure (roads, water, sewer) will require the developer to enter into an Extension Agreement.

2 : UPON APPROVAL:

A [] The City will prepare the easement documents and extension agreements and provide hard copies for signature.

B [] The developer is to provide a check made out to the City of Rock Hill to reimburse the City for recording costs in the amount of \$25.

C [] Developer/engineer is to obtain all necessary signatures for plats, easement documents, and extension agreements as applicable. Signed originals are to be returned to the City for recordation.

D [] Surveyor is to provide a cad file of the plat/exhibit in AutoCAD format (.dwg).

(1) [] Cad file must be tied to State plane coordinates.

(2) [] Easements should be polygons rather than lines to assist in conversion of cad file to City GIS.

E [] Easement plats, documents, and extension agreements must be signed and returned to the City prior to scheduling the pre-construction meeting. Civil plans may be conditionally approved pending signature of these documents.