



New Easement Execution Instructions / Checklist

Water & Sewer, Water, Sewer,
Easements

- Submit your application online through the Citizen Access Portal at <https://citizenportal.meridiancity.org/CitizenAccess>.
- Document upload
 - Upload all required documents as one single PDF in the following order.
 - Easement agreement
 - Exhibit A
 - Exhibit B
- Application or subdivision name should be clearly written as the “Project Name”, see example below:

<p><u>Project Name (Subdivision):</u></p> <p>"Meridian Subdivision" Water & Sewer Easement</p> <hr/> <p><u>Sanitary Sewer & Water Main Easement Number:</u></p> <p>01</p> <p>Identify this Easement by sequential number if Project contains more than one easement of this type. (See Instructions for additional information).</p>
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- If the project will include more than one easement of a particular type (example: two unique water easements), or if future numbered easements are anticipated in the same project, identify the sequential number of this easement in the box in the upper left corner of the first page.
- Leave the date of the easement blank. This will be completed by the City Clerk.
- Identify the Grantor (1) in the space provided in the first paragraph of the easement and (2) after the term “GRANTOR:” on page two, immediately above the signature line. The Grantor listed on the easement must be the recorded owner of the property at the time the easement is executed.
- Grantor’s signature on page two must be properly notarized.
- Handwritten information must be printed, clear, and in dark ink. No cursive except on signature lines.
 - Notary stamp must be clear, signature and expiration dates must be printed with dark ink.
- Notary acknowledgment must indicate the capacity in which the Grantor is signing. For example:
 - For LLC
 - This record was acknowledged before me on [DATE] by [PRINTED NAME], on behalf of [COMPANY NAME, LLC] in the following representative capacity: Member or Manager.
 - For Corporation
 - This record was acknowledged before me on [DATE] by [PRINTED NAME], on behalf of [COMPANY NAME, INC] in the following representative capacity: President.
 - For Individual
 - This record was acknowledged before me on [DATE] by [PRINTED NAME].

- For one entity on behalf of another entity
 - The Notary should line through the pre-printed notary block on the easement and attach a correct form of compound acknowledgment that complies with the requirements of Idaho Code section 51-116A.
- Exhibit A
 - Legal description must be identified at the top as “EXHIBIT A” and the caption should match the name of the project and easement number as identified in the box on page one.
- Exhibit B
 - Adjacent easements shall be visually represented on Exhibit B and are to include identifying information.
 - Easement depiction or map must be identified at the top as “EXHIBIT B” and the caption should match the name of the project and easement number as identified in the box on page one.
Identify the associated project name in the upper left corner of the first page.
- For tolerance information please see the most recent design standards found on the City of Meridian website here: <https://meridiancity.org/community-development/land/standards-specifications-and-drawings/> Reference Section 2-15
- For Easement modifications:
 - Please contact the Land Development team at LandDevelopment@meridiancity.org.

This checklist is to assist customers with requirements only. Do NOT upload this checklist with your submittal. All electronic survey information submitted to the City of Meridian shall be delivered in NAD 83 Idaho State Plane west zone coordinates modified to the Ada County Local GIS Coordinates (Horizontal), and NAVD 88 (vertical). Both Horizontal and Vertical information must be accounted for.

The City of Meridian has the right to approve or deny requests to deviate from these design standards.