



New Easement Execution Instructions / Checklist

Water & Sewer, Water, Sewer,
Pathway, and emergency access
easements

- Submit your application online through the Citizen Access Portal at <https://citizenportal.meridiancity.org/CitizenAccess>.
- Identify the associated project name in the upper left corner of the first page
- Please also clearly name the document as the “Project Name”, and the type of easement, see example below.

<p>Project Name (Subdivision):</p> <p>"Meridian Subdivision" Water & Sewer Easement</p> <hr/> <p>Sanitary Sewer & Water Main Easement Number:</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.
- Previously recorded easements must be referenced within the new easement documentation, including the instrument number.
- 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].

If you have any questions about these instructions please contact Kurt Starman in the City Attorney’s Office at 208-898-5506.

- 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
- Document Uploads
 - Upload all required checklist items in a single PDF with attachments in the following order, named the same as the associated project name and type of easement
 - Easement
 - Submission Forms
 - Exhibit A
 - Exhibit B
- More information
 - The following types of city-owned infrastructure shall be covered by an easement:
 - Sewer manholes and sewer cleanouts existing on sewer main lines
 - Sewer main lines
 - Fire hydrants
 - Water main lines
 - Water lateral lines extending from water main lines to water service (meter)
 - Water service (meter) pit
 - Sewer and/or water infrastructure shall lie below the approximate center of the easement and shall meet the following minimum distances from infrastructure to easement edges:
 - Water infrastructure no less than 5 feet
 - Water services shall have a 20-foot-wide easement up to and 10 feet beyond the meter.
 - Sewer:

Easement Width	Minimum Sewer Distance from Edge of Easement
20 ft	10 ft
30 ft	15 ft
40 ft	20 ft
50+ ft	25 ft

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□ For Easement modifications:

- Upload the new revised easement agreement in the existing easement records attachments.
- Must be named as the original easement and include “easement type Modification” at the end of the easement name, following the easement naming conventions, see example below:

Project Name (Subdivision):
Meridian Subdivision No 01 Water & Sewer Easement Modification
Sanitary Sewer & Water Main Easement Number:
01
Identify this Easement by sequential number if Project contains more than one easement of this type. (See Instructions for additional information).

- When uploading a modification via the Citizen Access Portal please type “Modification” in the description box and save, see example below:

File:

Meridian Subdivision No 01 Water & Sewer Easement Modification.PDF

100%

Description:

MODIFICATION

spell check

Save
Select from Account

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.

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