



Environmental and Engineering Services

Reddy Chitepu, P.E., Director

EASEMENT INFORMATION AND EXAMPLE DOCUMENTS

Please refer to the information below when compiling easement documents for submittal to the City. Also included are completed examples of each type of document. **Submit three copies of all documents. All documents requiring signatures and/or seals must have wet signatures.**

Utility Easement

A utility easement gives the City the right to construct, maintain, repair, install, and rebuild utility infrastructure on property not owned by the City. The City provided Utility Easement Deed, references two exhibits which must also be submitted by the grantor of the easement. Please leave the date blank on the first line of the Utility Easement Deed. This date will be filled in later with the date the City Commission accepts the easement.

Exhibit "A" specifically describes the parcel the easement is located on. This is generally accomplished using one of the following three methods: 1) providing the legal description, 2) providing the legal description with an accompanying sketch, or 3) providing a parcel identification number (folio number or property ID number). Exhibit "A" may, but does not have to, be signed and sealed by a professional surveyor.

Exhibit "B" shows the utility easement area that is being granted. It must be comprised of a sketch and description, signed and sealed by a professional surveyor.

Access Easement

An Access Easement gives the City the right to enter a property not owned by the City for the purpose of constructing, maintaining, repairing, installing, and rebuilding utility infrastructure located within utility easements. The City provided Access Easement form, references two exhibits which must also be submitted by the grantor of the easement. Please leave the date blank on the first line of the Access Easement form. This date will be filled in later with the date the City Commission accepts the easement.

Exhibit "A" describes the access easement area. At a minimum, the access easement area must provide a drivable pathway from a public right-of-way to the utility easement. It must be comprised of a sketch and description, signed and sealed by a professional surveyor.

Exhibit "B" shows the utility easement that the access easement is for. It is the exact same exhibit as used for Exhibit "B" of the utility easement.

Bill of Sale

A Bill of Sale is required if utility improvements are being turned over to the City for maintenance. Both the City provided Bill of Sale form and a final cost estimate from your engineer must be submitted.

UTILITY EASEMENT DEED

THIS INDENTURE, made this _____ day of _____, 20____ between _____, Party of the first part, and the CITY OF MARGATE, Margate, Florida, a municipal corporation organized and existing under the laws of the State of Florida, Party of the second part.

WITNESSETH

WHEREAS, the party of the first part is the owner of the property situated in Broward County, Florida, and described more properly as contained in Exhibit "A" attached hereto, and

WHEREAS, the party of the second part desires an easement for water distribution lines and sewer collection lines, including hydrants, and / or other appropriate purposes incidental thereto, on, over and across said property, and

WHEREAS, the party of the first part is willing to grant such easement, and

NOW, THEREFORE, for and in consideration of the mutual covenants each to the other running and one dollar (\$1.00) and other good and valuable considerations, the party of the first part does hereby grant unto the party of the second part, its successors and assigns, full and free right and authority to construct, maintain, repair, install and rebuild utility lines including hydrants, and incidental improvements within the perpetual easement which is granted by this document as specifically set out in Exhibit "B" attached hereto.

IN WITNESS WHEREOF, the party of the first part has hereunto set its hand and seal on the day first above written.

Mary Brown
Witness

Print Name of Witness

John Williams
Witness

Print Name of Witness

BY: James Johnson
(Name: _____)

STATE OF: _____
COUNTY OF: _____

I HEREBY CERTIFY that on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, of _____ to me known as the person described in and who executed the foregoing Easement Deed, and who acknowledged before me that he/she executed the same for the purpose herein expressed.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at _____ the above stated County, this _____ day of _____, 20__ A.D.
My Commission Expires: _____

Notary Public



EXHIBIT "A": PROPERTY DESCRIPTION

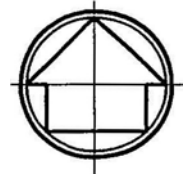
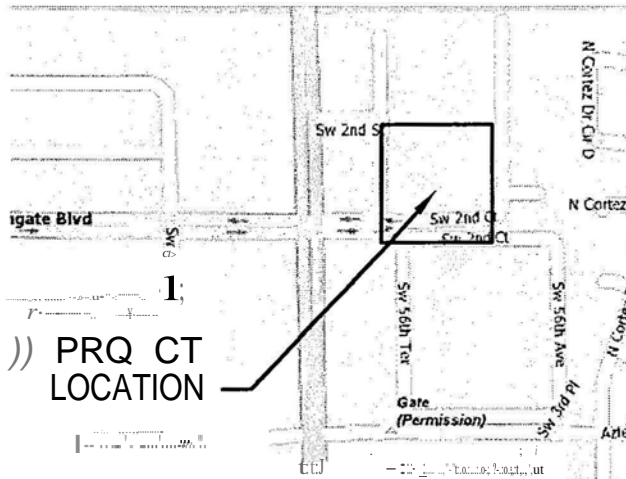
FOLIO NUMBER 484136000091 SITUATED IN THE CITY OF MARGATE, BROWARD COUNTY, FLORIDA.

EXAMPLE

EXHIBIT "B": UTILITY EASEMENT DESCRIPTION

LOCATION MAP

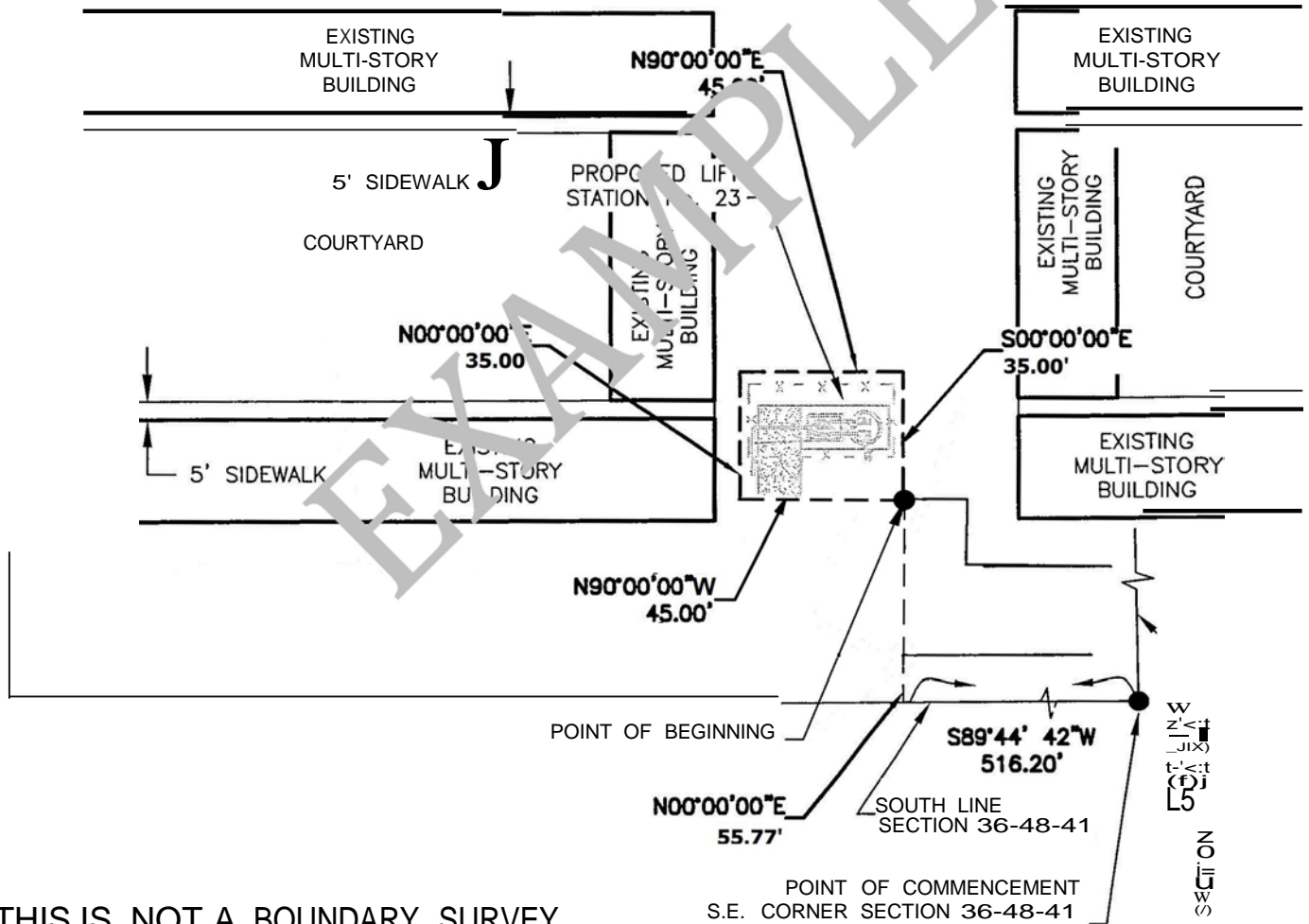
NOT TO SCALE



SCALE: 1.. = 50'

1
PRQ CT
LOCATION

A PART OF
PROPERTY 1.0. 4841 3.0. 00 0091



THIS IS NOT A BOUNDARY SURVEY

SKETCH & DESCRIPTION
FOR SANITARY LIFT STATION #23
CITY OF MARGATE, BROWARD COUNTY, FLORIDA
PROJECT NUMBER:

FILE NAME:

SHEET 1 OF 2

UTILITY EASEMENT DESCRIPTION

A PORTION OF LAND LYING IN THE SOUTHEAST QUADRANT OF SECTION 36, TOWNSHIP 48 SOUTH, RANGE 41 EAST, IN THE CITY OF MARGATE, BROWARD COUNTY FLORIDA. SAID PORTION MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTH EAST CORNER OF SAID SECTION 36, TOWNSHIP 48 SOUTH, RANGE 41 EAST;

THENCE SOUTH 89°44'42" WEST ALONG THE SOUTH LINE OF SAID SECTION 36, TOWNSHIP 48 SOUTH, RANGE 41 EAST, A DISTANCE OF 516.20 FEET;

THENCE N 00° 00' 00" E, A DISTANCE OF 55.77 FEET TO THE POINT OF BEGINNING;

THENCE N 90° 00' 00"W, A DISTANCE OF 45.00 FEET;

THENCE N 00° 00' 00" E, A DISTANCE OF 35.00 FEET;

THENCE N 90° 00' 00" E, A DISTANCE OF 45.00 FEET;

THENCE S 00° 00' 00" E, A DISTANCE OF 35.00 FEET TO THE POINT OF BEGINNING.

SAID LANDS SITUATE IN THE CITY OF MARGATE,
SQUARE FEET MORE OR LESS.

1,575

EXAMPLE

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THIS SKETCH & DESCRIPTION IS ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF AND MEETS THE MINIMUM TECHNICAL STANDARDS AS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER MTS 5J-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

FOR THE FIRM, BY:

SIGNATURE DATE:



SKETCH & DESCRIPTION
FOR SANITARY LIFT STATION #23
CITY OF MARGATE, BROWARD COUNTY, FLORIDA
PROJECT NUMBER:

ACCESS EASEMENT

(For Access to Allow for the Maintenance of Water and Sewer)

THIS ACCESS EASEMENT is made and entered into this _____, day of _____, 20__ by and between _____ hereinafter called the Grantor, and the City of Margate, a Florida municipal corporation organized and existing under the laws of the State of Florida, hereinafter referred to as Grantee:

WITNESSETH: That, for and in consideration of the sum of one dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Grantor hereby grants unto the Grantee, its successors and assigns, forever, a perpetual access easement as described in Exhibit "A", attached hereto and made a part hereof, for the purposes of granting access for maintaining water and sewer, as installed in Exhibit "B" attached hereto and made a part hereof. Situate, lying and being Broward County, Florida,

IN WITNESS WHEREOF, GRANTOR, has caused this Access Easement to be executed in its name this _____ day of _____, 20__.

Witness:

Mary Brown

Print Name

GRANTOR:

James Johnson

Print Name

Witness:

John Williams

Print Name

Witness:

Linda Miller

Print Name

STATE OF: _____
COUNTY OF: _____

This foregoing Access Easement acknowledged before me this _____ day of _____, 20__ by _____.

I HEREBY CERTIFY that on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, of _____ to me known as the person described in and who executed the foregoing Access Easement, and who acknowledged before me that he/she executed the same for the purpose herein expressed.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at _____ the above stated County, this _____ day of _____, 20__ A.D.

My Commission Expires:

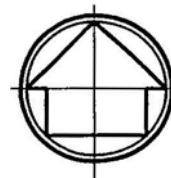


Notary Public

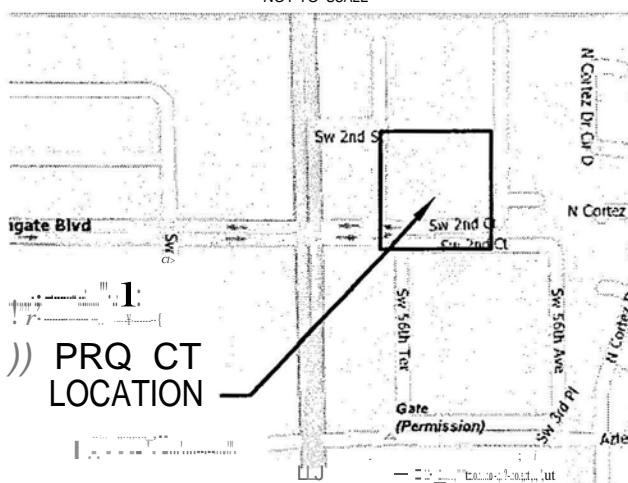
EXHIBIT "A": ACCESS EASEMENT DESCRIPTION

LOCATION MAP

NOT TO SCALE

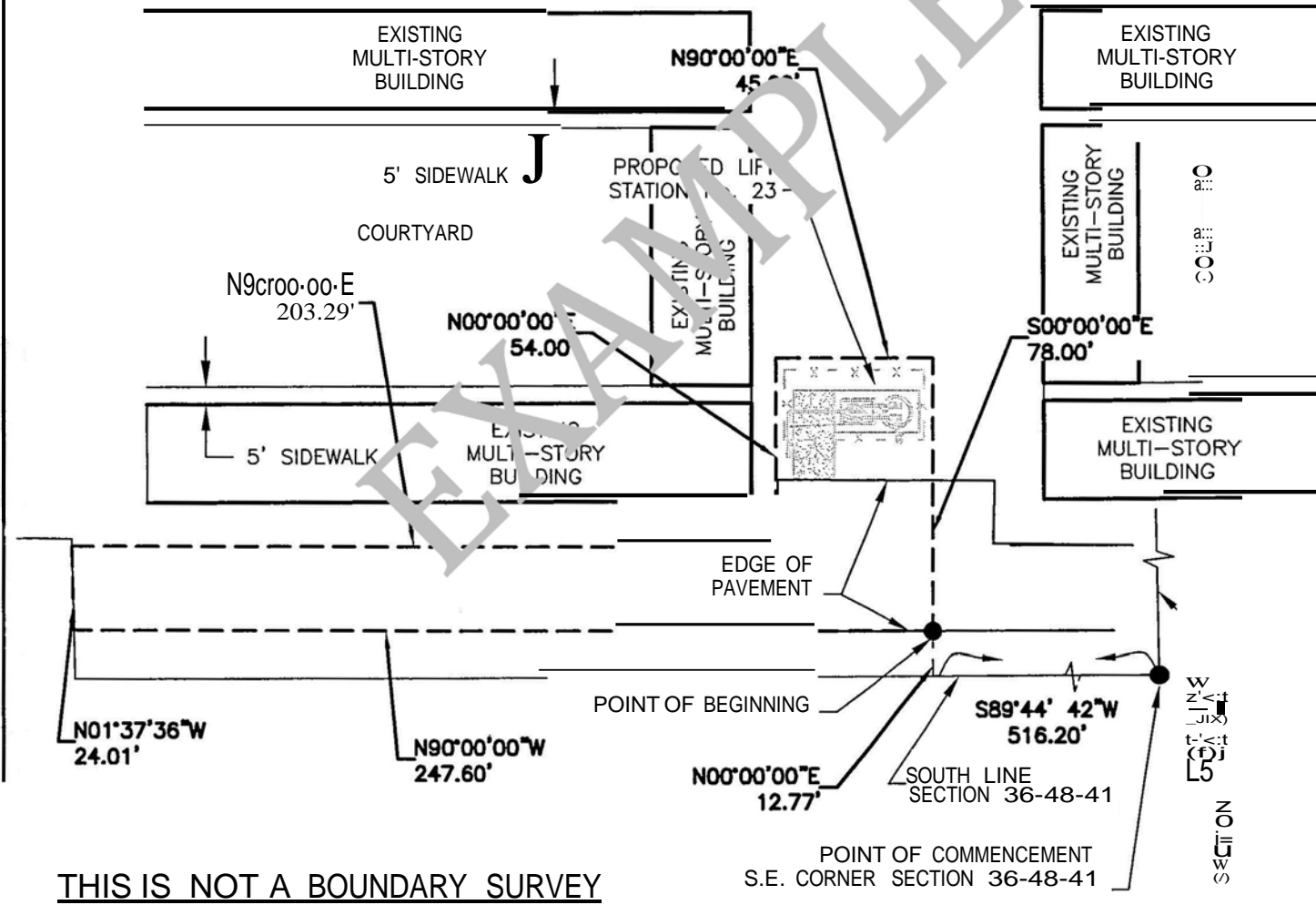


SCALE: 1.. = 50'



PRQ CT
LOCATION

A PART OF
PROPERTY 1.0. 4841 3.0. 00 0091



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THENCE N 00° 00' 00" E, A DISTANCE OF 12.77 FEET TO THE POINT OF BEGINNING;

THENCE N 90° 00' 00" W, A DISTANCE OF 247.60 FEET;

THENCE N 01° 37' 36" W, A DISTANCE OF 24.01 FEET;

THENCE N 90° 00' 00" E, A DISTANCE OF 203.29 FEET;

THENCE N 00° 00' 00" E, A DISTANCE OF 54.00 FEET;

THENCE N 90° 00' 00" E, A DISTANCE OF 45.00 FEET;

THENCE S 00° 00' 00" E, A DISTANCE OF 78.00 FEET TO THE POINT OF BEGINNING.

SAID LANDS SITUATE IN THE CITY OF
SQUARE FEET MORE OR LESS.

8,381

EXAMPLE

SURVEYOR'S CERTIFICATE

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FOR THE FIRM, BY:

SIGNATURE DATE:

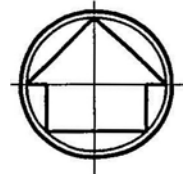
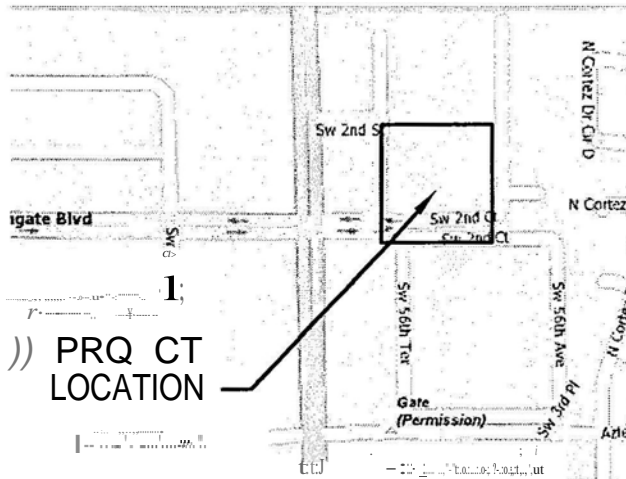


SKETCH & DESCRIPTION
FOR SANITARY LIFT STATION #23
CITY OF MARGATE, BROWARD COUNTY, FLORIDA
PROJECT NUMBER:

EXHIBIT "B": UTILITY EASEMENT DESCRIPTION

LOCATION MAP

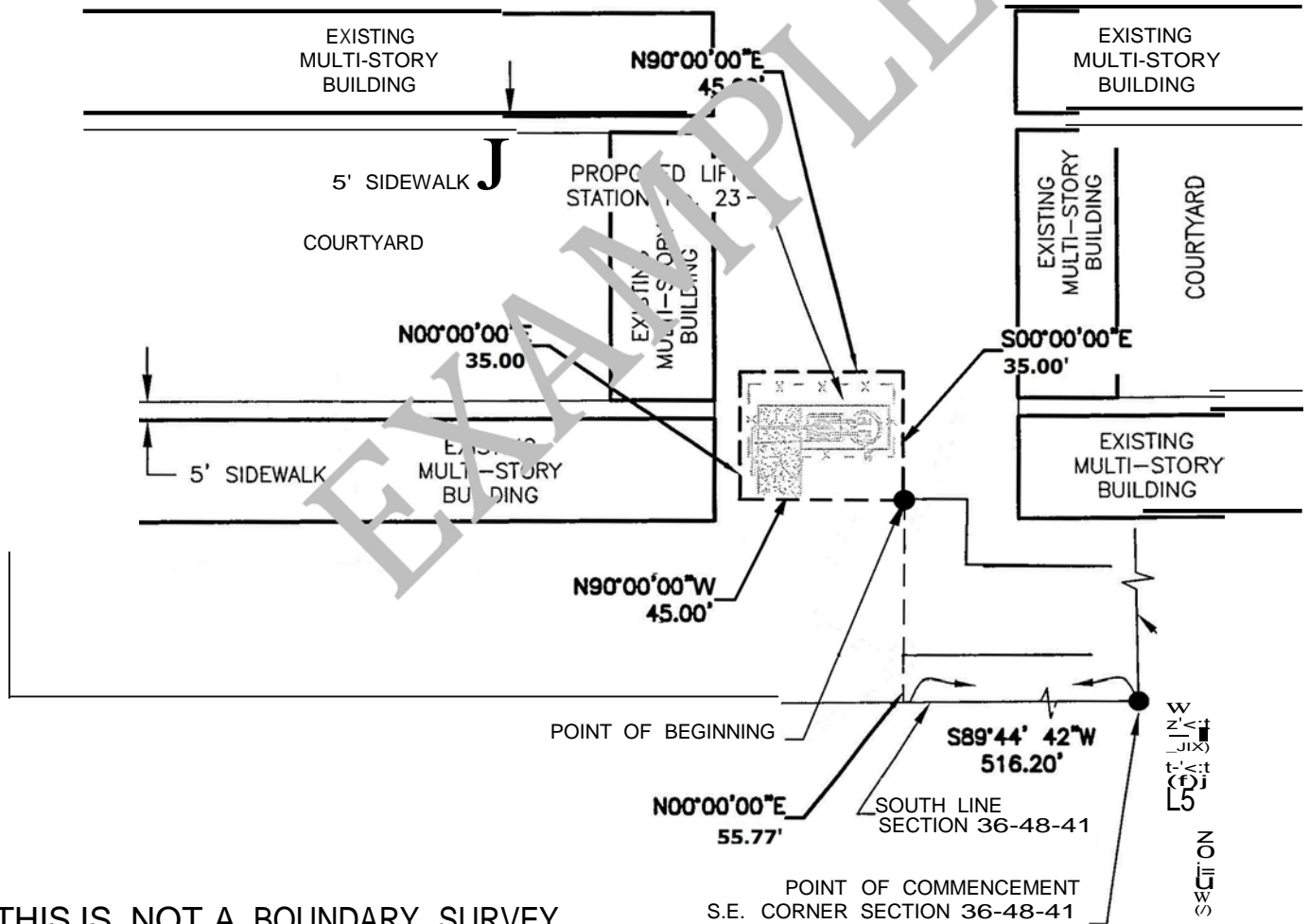
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FOR THE FIRM, BY:

SIGNATURE DATE:



SKETCH & DESCRIPTION
FOR SANITARY LIFT STATION #23
CITY OF MARGATE, BROWARD COUNTY, FLORIDA
PROJECT NUMBER:

BILL OF SALE

BE IT KNOWN, for good consideration, and in payment of the sum of one dollar (\$1.00), the receipt and sufficiently of which is acknowledged, the undersigned _____ of _____ (Seller) hereby sells and transfers to THE CITY OF MARGATE (Buyer) and the Buyer's successors forever, the following described chattels and personal property:

SEE ATTACHED FINAL COSTS

The Seller warrants to Buyer it has good and marketable title to said property, full authority to sell and transfer said property, and that said property is sold free of all liens, encumbrances, liabilities and adverse claims of nature and description whatsoever.

Said property is otherwise sold in "as is" condition and where presently located.

IN WITNESS WHEREOF, SELLER, has caused this Bill of Sale to be executed in its name this _____ day of _____, 20__.

Signed in the presence of:

By: Mary Brown _____
Witness
By: James Johnson _____
Seller

Print Name of Witness _____ Address of Seller _____

Address of Witness _____ Buyer: Lesa Peerman, Mayor

_____ Buyer: Douglas E. Smith, City Manager

STATE OF: _____
COUNTY OF: _____

I HEREBY CERTIFY that on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, of _____ to me known as the person described in and who executed the foregoing Bill of Sale, and who acknowledged before me that he/she executed the same for the purpose herein expressed.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at _____ the above stated County, this _____ day of _____, 20__ A.D.

My Commission Expires: _____



Notary Public

ABC Engineering

88888 Park St
Margate, Florida 33063

Phone: 000-000-0000

Fax: 000-000-0001

June 15, 2014

BILL OF SALE – FINAL COSTS

Lift Station 23
55555 SW 2nd Ct
Margate, Florida 33063

<u>ITEM</u>	<u>QUANTITY</u>	<u>UNIT OF MEASURE</u>	<u>UNIT COST</u>	<u>COST</u>
Wet Well and Valve Box	1	LS	\$40,000.00	\$40,000.00
Pumps, Piping, and Valves	1	LS	\$73,500.00	\$73,500.00
Controls	1	LS	\$45,000.00	\$45,000.00
4" D.I. FORCE MAIN	10	LF	\$55.00	\$550.00

TOTAL COST: \$159,050.00

PROFESSIONAL
ENGINEER
SIGNATURE
& SEAL