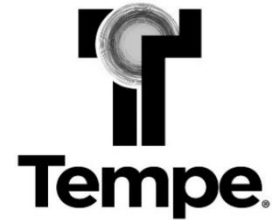


EASEMENTS AND UNDERGROUND RETENTION EXHIBIT REQUIREMENTS



Project Name: _____

Project Address: _____

Project DS/EN Number: DS _____ EN _____

Engineer of record (ENG) must fill out all boxes in the first column as either (Addressed) or N/A (Not Applicable).

Engineer's Signature: _____

Engineer's Name: _____ Date: _____

Civil plan reviewer (RVW) shall check the second column as **X** (Required)

City Plan Reviewer: _____ Date: _____

Email: _____ Phone: _____

ENG / RVW

Easement Exhibits

- The Real Estate Management Coordinator and the civil plan reviewer will review the exhibits and legal description. After requirements are met, then the Coordinator prepares the signature documents and sends to the project contact. Property owner must sign this before plan approval and return to Coordinator.
- Proposed public water and sewer line easements cannot be dedicated per plat and must be granted per separate document.
- Sidewalk easements can be dedicated on the plat.
- For ASU Easements, reference DS, EN and REC numbers on the easement documents
- For ASU Easements and after exhibit approval. provide signed documents from ASU or Letter of Intent that easements will be heard for approval at the next board meeting before plans can be approved. Documents still need to be signed asap and returned to the Real Estate Management Coordinator
- For school districts, provide letter from school board that easements will be heard for approval at the next board meeting. Documents still need to be signed and returned asap to the Real Estate Management Coordinator
- Easements and Declaration for Maintenance of Underground Retention Systems are two different types of documents
- Provide separate 8-1/2" x 11" exhibit showing easements and locate with dimensions from property line.
- Exhibit must be in pdf format

- Show entire site (if possible)
- Show property lines with dimensions, bearings and distances for all property lines shown in exhibit
- Label all nearby streets on exhibit
- Show assessor's parcel number (APN).
- For easements, provide legal description and label it "Exhibit A" (No legal description needed for underground retention exhibit)
- Label subsequent exhibits e.g. maps and line tables as Exhibit B, etc.
- For City of Tempe mapping purposes, show how the property ties to at least 2 point numbers per Tempe Survey Control Map. The current "Tempe Survey Control Map" can be found at: <https://www.tempe.gov/government/engineering-and-transportation/engineering/land-services-survey-floodplain-management> Select Horizontal & Vertical Survey Control Map under Survey Information
- Identify minimum 2 point numbers per City of Tempe survey control map
- Show border around exhibit. Provide minimum 1/2" margin at top and sides of exhibit for recording label per Maricopa County Records form standards
- Provide north arrow. North arrow needs to point to top of page or to the right per Engineering Design Criteria, p. 15, note 4
- Remove any legends since this is not required and will provide more room
- Provide title block with company information
- Minimum 10pt font for recording document with Maricopa County Recorder's Office.
- Move text and graphics to avoid overlapping.
- Remove any hatching.
- Show only location of proposed easements on exhibit. Do not show any site features e.g., buildings, walls, parking, etc.
- Do not show adjacent property information e.g., property lines, APNs, curbs, etc. This will allow more room on the exhibit to include the line table.
- All text and graphics must be in black for recording purposes.
- Engineer (P.E.) or surveyor (RLS) needs to seal and sign legal description and exhibit. Registrant signature must be at the bottom of the seal and not cover name or license number per Arizona Administrative Code
- Option to include language in the legal description that references exhibits instead of sealing exhibit

Underground Retention System Exhibits

- The Real Estate Management Coordinator and the civil plan reviewer will review the exhibits. After requirements are met, then the Coordinator prepares the signature documents and sends to the project contact. Property owner must sign this before plan approval and return to Coordinator.
- Easements and Declaration for Maintenance of Underground Retention Systems are two different types of documents
- Provide separate 8-1/2" x 11" exhibit showing location of tanks and locate with dimensions from property line.
- Exhibit must be in pdf format
- Provide only exhibit and do not include legal description
- Provide tank dimensions (length, width, and volume). This is for mapping purposes.
- Label retention system as either underground tank or vault.
- Label exhibit as Underground Retention
- Show only location of underground tanks or vaults on exhibit. Do not show any site features e.g., buildings, walls, parking, etc.
- Underground Retention System exhibit is not needed for ASU property
- Show entire site (if possible)
- Show property lines with dimensions, bearings and distances for all property lines shown in exhibit
- Label all nearby streets on exhibit
- Show assessor's parcel number (APN).
- For City of Tempe mapping purposes, show how the property ties to at least 2 point numbers per Tempe Survey Control Map. The current "Tempe Survey Control Map" can be found at: <https://www.tempe.gov/government/engineering-and-transportation/engineering/land-services-survey-floodplain-management> Select Horizontal & Vertical Survey Control Map under Survey Information
- Identify minimum 2 point numbers per City of Tempe survey control map
- Show border around exhibit. Provide minimum 1/2" margin at top and sides of exhibit for recording label per Maricopa County Records form standards
- Provide north arrow. North arrow needs to point to top of page or to the right per Engineering Design Criteria, p. 15, note 4
- Remove any legends since this is not required and will provide more room
- Enlarge text. Minimum 10pt font for recording document
- Move text and graphics to avoid overlapping
- Remove any hatching.
- Do not show adjacent property information e.g., property lines, APNs, curbs, etc. This will allow more room on the exhibit to include the line table.
- All text and graphics must be in black for recording purposes.
- Engineer (P.E.) or surveyor (RLS) needs to seal and sign exhibit.

- Registrant signature must be at the bottom of the seal and not cover name or license number per Arizona Administrative Code

ENG / RVW

- Additional Information:**
- Add note on plans for projects with a public water or sewer line per Engineering Design Criteria, p. 18, note 38: No structures, lights, poles, trees, deep-rooted plants, etc. are allowed in easements or above underground utilities
- Identify and label easement on civil plans to confirm line table distances
- Electric easement abandonment needs to be coordinated with appropriate electric company
- ASU prepares their own documents. Have them include the DS, EN and REC numbers in the easement document. Email Real Estate Management Coordinator
- Encroachments are a right of way fee, not a Community Development Department fee. Encroachment permits get assigned an ECM number and fees are based upon Schedule A of the City Code. The Permit Center always inputs the Encroachment fee and then the Engineering and Transportation Department invoices them annually. This is an Engineering and Transportation Department fee.
- Signature document will be available when the property is vested. Another option is to create individual exhibits for each property.