



Public Utilities Easement Preparation Checklists

- Follow these checklists to help prepare your easement according to requirements.
- Do not acquire signatures until easement review team has approved and asks for signatures.
- Fill in agreement form with text, including signatory name and all pertinent information for review per checklist below.
- Submit checklists with your easement for review to our [easement submittal portal](#).
- When time comes to submit to us for recording, provide clean and legible, high resolution .pdf file.

Permanent Easement Agreement Checklist

Check () as completed/acknowledged.

Use appropriate template for type of entity granting the easement (Corporation, LLC, Individual, Property Held Jointly)

Fill in property owner(s) (grantor) information

If Deed of Trust exists on the property, complete joinder page (unsigned until we ask for signatures)

Fill in the signatory name in the Notary witness statement on signature page

Attach Exhibit A (see next page)

Attach Exhibit B (see next page)

Attach Exhibit C (see next page)

Check () utility requiring this easement along with Colorado Springs Utilities individual working with you.

Gas Field Engineer:

Electric Field Engineer:

Water UDS Reviewer:

Wastewater UDS Reviewer:

Add any easement related comments here:

Easement prepared by:

Date:

Land Surveyor Easement Exhibit Checklist

Any submittal not meeting all minimum checklist criteria herein shall be rejected as incomplete.

All Legal Descriptions and Exhibit of the easement(s) to be created must be prepared by a Professional Land Surveyor (PLS), licensed in the State of Colorado, and all items must follow State Statutes, and Rules and Regulations of the State Board of Licensure for Architects, Professional Engineers, and Professional Land Surveyors, in addition to the requirement listed below.

PREPARE EXHIBITS IN LETTER SIZED FORMAT (8.5x11) FOR DIGITAL RECORDING

Check () as completed/acknowledged.

Exhibit A

Legal description of the parcel to be encumbered, including the Clerk and Recorder's Book and Page, and/or Reception Number

Exhibit B

Easement legal description

Basis of bearings statement

Original dated signature and seal of the Professional Land Surveyor responsible for the survey

Exhibit C

North arrow

Sufficient detail to easily locate the parcel being encumbered, e.g, road names, current address, etc.

Legend

Names of property owners and record sources of each property adjoining the new easement

Show all existing easements and all other rights-of-way crossing proposed easement with identification and record source

Monumentation used to establish subject boundary lines of the subject parcel, including a description of monuments and notation per State Rules

Delineation of the new easement with the bearing and length of each line. Curves are to be labeled with curve data sufficient to define the curve

Basis of bearings labeled

Limits of the proposed easement to be acquired are to be identified and labeled – e.g. Public Utility Easement, Temporary Construction Easement, etc.

The ratio of precision shall not exceed an error of closure of one foot per 10,000 feet of perimeter of the easement (1:10,000)

Revision number (if applicable)