



Easement Dedication

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www.roundrocktexas.gov/landdevelopment

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**Planning and Development Services Department
City of Round Rock, Texas**

Effective May 2012

Easement Dedication

This chapter of the Development Packet consists of information and required forms for dedicating a new easement to the City of Round Rock, and dedicating the easement by separate instrument document (not by a subdivision plat).

The necessity for, and location of, separate instrument easements is determined during the platting, subdivision improvement construction, or site development process. Typically, easement dedications must be completed prior to plat recordation, permit issuance, or project close out, depending on the stage of development and when the easement is required.

Easements for utility connection and access between two or more private parties may be required, but are not reviewed, by City.

Developers must negotiate with property owners for any off-site easements required.

Easement Dedication Process

After required materials have been submitted to the Development Services Office (DSO) for review and approval, the application is forwarded to the City's Attorney's Office to draft the easement dedication document. The property owner(s) will be contact for execution. The executed document is returned to the City Attorney's Office for recordation in the Official Public Records.

The easement shall be considered dedicated only after the instrument dedicating the easement has been recorded in the Official Public Records of Williamson or Travis County. Development Services staff will notify the Applicant and various city departments of the easement dedication and provide a recorded copy to the owner(s). To the extent appropriate, DSO staff will work with other departments if the easement dedication is tied to a pending development permit, project closeout, or certificate of occupancy.

*** * * IMPORTANT: The easement dedication process may take up to ten (10) business days after a complete and accurate packet of materials is submitted to the DSO. * * ***

Easement Dedication Application Requirements

- Please note that Applications may be submitted in person by the applicant or applicant's agent, electronically or via postal mail.
- Please note that the application will not be forwarded to the City Attorney for action unless all application requirements have been met.

The Applicant shall submit an application that contains all of the following:

1. ____ Completed **Project Information Sheet** (included in this packet).
2. ____ An **abstractor's certificate** (owners and lien search or title policy may suffice) prepared within the past 7 days, with attachments, if appropriate;
3. ____ A copy of **signatory authority**, if the owner(s) are corporate or other organization, naming the person who will execute the easement document as having such authority on behalf of the organization; articles of incorporation, correspondence from the Board or letter from legal council may suffice (contact DSO with questions);
4. ____ A **set of signed and sealed field notes and sketch** of the easement to be dedicated, including the lot description and orientation to the nearest lot line, if appropriate; the metes and bounds field notes caption and sketch must reflect the most recent deed transaction and should match what is reflected in the abstractor's certificate, and *must not state the type of easement*, i.e. drainage, water, storm sewer, etc.; only state 'Easement', as the legal easement document will specify the easement type.
5. ____ 1 CD containing **Digital Field Notes and Sketch** matching the original paper field notes in one of the following formats:

AutoCad (.dwg)

MicroStation (.dgn)

ESRI (.shp)

Note: Files shall be geo-referenced to the State Plane Grid Coordinate System - Texas Central Zone (4203) or contain a minimum of two (2) survey points referenced to the City of Round Rock Control Network, [State Plane or Latitude/Longitude](#). The file shall be in US feet and shall include rotation information and scale factor required to reduce surface coordinates to grid coordinates in US feet.



Easement Dedication Project Information Sheet

Planning & Development Services Department (PDS) 512-218-5428

Project Name: _____

Subdivision Name: _____

Location of Easement Onsite Offsite

Type of Easement: _____

Property Information

Address: _____

Subdivision: _____

To be dedicated: Square feet: _____ or Acres: _____

Grantor Information

Name: _____ Title: _____

Firm name (if applicable): _____

Firm address: _____

Ph: _____ Fax: _____ Email: _____

Grantor's Agent Contact Information (if different from Grantor)

Contact person: _____ Title: _____

Firm name (if different from above): _____

Firm address: _____

Ph: _____ Fax: _____ Email: _____

Applicant's Contact Information

Name: _____ Title: _____

Firm name (if applicable): _____

Firm address: _____

Ph: _____ Fax: _____ Email: _____

City of Round Rock Information

City of Round Rock Project Reviewer: _____