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## EASEMENT DRAWINGS AND DEEDS OF EASEMENT

### Section 1. PURPOSE

This policy is to explain the requirements of the Bedford Regional Water Authority (“Authority”) for easement drawings, the process utilized by the Authority for the review of the easement drawings, and the preparation of deeds of easement as they relate to Authority infrastructure.

### Section 2. REQUIREMENTS

- A. All easement drawings shall be printed on legal size paper.
- B. Easement drawings shall be printed to scale.
- C. All easement drawings should include the following information:
  - 1. Property owners’ names.
  - 2. Tax map number.
  - 3. Deed book and page number or instrument number (recordation information).
  - 4. An alignment of the proposed water or sewer line as it relates to the parcel.
  - 5. Existing structures such as trees, well, driveway(s), fencing, telephone pedestal, etc.
- D. Easement drawings prepared for easements being directly acquired by Authority personnel or Authority representatives shall include the following additional information:
  - 1. Property owners’ address.
  - 2. Total square feet in proposed permanent easement.
  - 3. Total square feet in proposed temporary easement.
  - 4. Bedford Regional Water Authority project reference number.

### Section 3. EASEMENT DRAWING REVIEW PROCEDURE

- A. Check ownership and recordation information against Bedford County real estate database and Bedford County Court records and note any corrections needed.
  - 1. The county real estate database has been found to occasionally have inaccurate deed book and page numbers; deed books or pages should not enter into the thousands digit. Any drawings indicating this are incorrect and the correct recordation numbers should be confirmed with courthouse records.
    - a. Instrument numbers are typically correct on the real estate database.
    - b. The real estate database is a reliable indicator of the current owner. Dates of purchase are listed to the side of owner history. The current owner appears at the top of the list.
  - 2. Individual access to the online courthouse records can be acquired through the Clerk of Circuit Court.
- B. For Authority initiated projects, verify that easement drawings are provided throughout the alignment of the project as needed.
  - 1. Check the alignment of the parcels against the GIS map for the area. Make sure that no parcels have been neglected where easements may be needed.

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2. If a parcel is missing an easement drawing, verify through the preliminary drawings that the line is not in an existing PUE or in VDOT right-of-way. If unsure, ask the Engineering Manager or Contact Engineer at design firm.
- C. Send corrections to design firm via email. Where a project involves more than one easement, use tax map numbers and owners' last names as identification for parcel.
- D. Once corrections are received, double check against original mark-ups.
- E. For easements to be recorded by the Authority, print two (2) copies of the correct versions of drawings at full scale.

#### **Section 4. PREPARE DEED OF EASEMENT**

- A. Prepare deeds of easement from the latest easement template approved by legal counsel for the Authority. Deeds shall be prepared on legal size paper. Water and sewer easements each have separate templates.
  1. Leave date blank. This will be filled in when the easement is executed.
  2. Names should be complete, with the last name in all capital letters. If more than one person is listed as an owner, each name should be filled in completely. Owners' entire names should be underlined, per request of the clerk's office. (e.g. John DOE ; or John DOE and Jane DOE)
  3. Fill in magisterial district and remove underlining.
  4. Fill in deed book and page number or instrument number and remove underlining.
  5. Any amendments or additional exhibits at the request of our lawyers or the home owners should be listed under attachments, aligned with Exhibit A.
  6. Fill in project title in NOTICE TO CLERK for indexing purposes and underline.
  7. Fill in Bedford County Tax Map Number and underline number only.
  8. Fill in the "Prepared by and Return to" information in the upper right hand corner.
  9. Fill in the "Recorded by" information in the upper left hand corner.
- B. For easements to be recorded by the Authority, print two (2) copies of the deeds of easement and attach to their respective drawings.

#### **Section 5. REVISIONS**

- A. This policy was approved and adopted by the Authority's Executive Director on June 27, 2013, effective July 1, 2013.
- B. This policy was modified as follows:
  1. Approved July 15, 2014, effective July 16, 2014:
    - a. Clarifications were added to differentiate requirements specific to easements being acquired by Authority personnel or representatives.