

# **APPENDIX B**

## EASEMENT PREPARATION STANDARDS

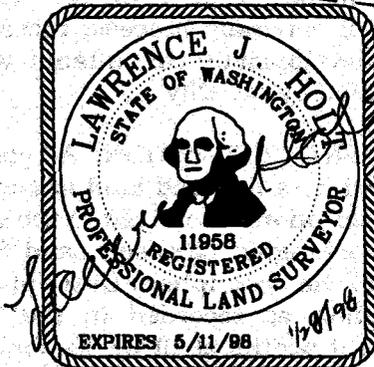
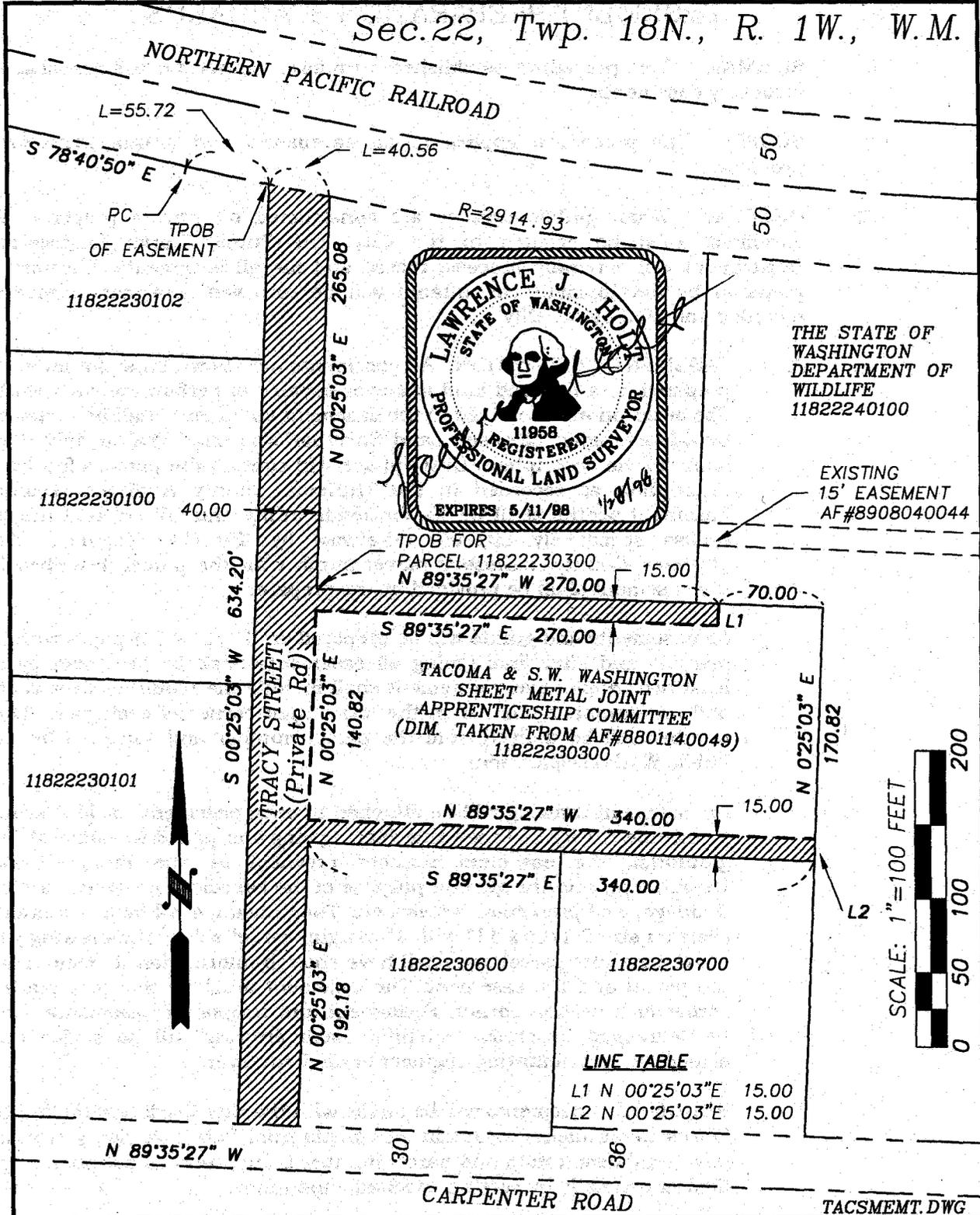
- I. **SUMMARY:** This procedure establishes a uniform method for the preparation of all City easements.
- II. **SCOPE:** This procedure applies to all easements and grants henceforth prepared.
- III. **GENERAL:** Where public utilities are constructed on private property, an easement must be granted to the City. The Public Works Engineering Department will generally process, record and file all easements. Easements prepared by development consultants will be reviewed, recorded and filed by the City.
  - A. **EASEMENT PREPARATION.** All easements not shown on a plat must be prepared by a licensed land surveyor capable of performing such work. The descriptions contained in the easement document shall be prepared by a Washington Licensed Land Surveyor who shall seal or affix their name to the description. Descriptions will contain the parcel's full legal description as recorded in the Thurston County Auditor's records. Easement widths shall be 15' for single utility and 20' for dual utility, unless specifically directed otherwise by the City Engineer. The Thurston County Assessor's parcel number for the parcel described in the easement shall be provided by the preparer.

All easements and grants will be prepared on 8 1/2" x 11" paper with 1" margins and after final typing all easements shall be proofread by at least two people. Every easement shall include the required cover sheet.

An easement drawing will be attached to each easement: said drawing to include a City of Lacey title block giving the principle name of the grantor(s), and the general purpose of the easement i.e. water, sewer, drainage, well protection, access, etc. The drawing shall be to a suitable scale on size 8 1/2" x 11" with 1" margins on all sides. The drawing will show the entire parcel with bearings, distances and shall have enough information to depict both the parcel and the easement. The easement must be tied to a platted corner or a section corner. Permanent and temporary easements shall be delineated by cross-hatching. Each drawing will be sealed and signed by the submitting engineer or land surveyor. Refer to the exhibit on page B-2.

- B. **RETRIEVAL.** Easements will be on file with the City Clerk and the Public Works Department. To obtain easements from Public Works, you must have legal description and parcel number information as easements are filed numerically by section, township and range.

Sec. 22, Twp. 18N., R. 1W., W.M.



THE STATE OF WASHINGTON  
DEPARTMENT OF WILDLIFE  
11822240100

EXISTING 15' EASEMENT  
AF#8908040044

TACOMA & S.W. WASHINGTON  
SHEET METAL JOINT  
APPRENTICESHIP COMMITTEE  
(DIM. TAKEN FROM AF#8801140049)  
11822230300

**GRANTOR:** TACOMA & S.W. WASHINGTON SHEET METAL JOINT APPRENTICESHIP COMMITTEE

**PURPOSE:** UTILITY EASEMENT

**CITY OF LACEY, WASHINGTON  
DEPT. OF PUBLIC WORKS**

DES.	DWN.	CKD.	DATE
	MKB	LH	1-28-98

After recording return document to:

City of Lacey  
Public Works  
420 College Street SE  
Lacey, WA 98503

**Document Title:** Utility Easement (Individual Form)

**Grantor(s)** (Last name first, then first name and initials):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Additional name(s) on page

**Grantee:** City of Lacey

**Abbreviated Legal Description** (i.e. lot, block, plat or section, township, range):

\_\_\_\_\_  
\_\_\_\_\_

Actual legal is on page \_\_\_\_\_ of document.

**Assessor's Property Tax Parcel Number:** \_\_\_\_\_

**Section, Township, Range:** S \_\_\_\_\_, T \_\_\_\_\_ N, R \_\_\_\_\_ (E or W),  
W.M. |

**Fronting Street:** \_\_\_\_\_

**Cross Street:** \_\_\_\_\_



signed this instrument, and acknowledged it to be \_\_\_\_\_(his/ her/ their) free and voluntary act for the uses and purposes mentioned in the instrument.

Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the  
State of Washington,  
residing at \_\_\_\_\_

My commission expires: \_\_\_\_\_

Accepted by the City of Lacey, Washington. this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

BY: \_\_\_\_\_  
Director of Public Works

STATE OF WASHINGTON    )  
  ) ss  
COUNTY OF THURSTON    )

On this day and year above, personally appeared before me, \_\_\_\_\_, to me known to be the Public Works Director of City of Lacey, a Municipal Corporation, who executed the foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said Municipal Corporation for the uses and purposes therein mentioned and on oath states he is authorized to execute the said instrument.

Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the  
State of Washington,  
residing at \_\_\_\_\_

My commission expires: \_\_\_\_\_

After recording return document to:

City of Lacey  
Public Works  
420 College Street SE  
Lacey, WA 98503

**Document Title:** Utility Easement (Corporate Form)

**Grantor(s)** (Last name first, then first name and initials):

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

Additional name(s) on page

**Grantee:** City of Lacey

**Abbreviated Legal Description** (i.e. lot, block, plat or section, township, range):

\_\_\_\_\_  
\_\_\_\_\_

Actual legal is on page \_\_\_\_\_ of document.

**Assessor's Property Tax Parcel Number:** \_\_\_\_\_

**Section, Township, Range:** S \_\_\_\_\_, T \_\_\_\_\_ N, R \_\_\_\_\_ (E or W),  
W.M.

**Fronting Street:** \_\_\_\_\_

**Cross Street:** \_\_\_\_\_

# UTILITY EASEMENT

(corporate form for private developments)

THIS INDENTURE, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between \_\_\_\_\_ (corporate name), hereinafter called the GRANTOR, and the CITY OF LACEY, a Municipal Corporation, hereinafter called the GRANTEE, WITNESSETH:

For valuable consideration, receipt of which is hereby acknowledged, the Grantor hereby grants and conveys to the Grantee, its successors and assigns, A PERPETUAL EASEMENT FOR UTILITIES, over, under, upon and through a portion of that certain real property situate and being in the County of Thurston, State of Washington, more particularly described as follows, TO WIT:

## **PARCEL:**

(INSERT LEGAL DESCRIPTION OF ENTIRE PARCEL)

## **PERMANENT EASEMENT:**

Said portion of the above-described parcel being described as follows:

(INSERT LEGAL DESCRIPTION OF EASEMENT)

TOGETHER WITH the right to enter upon, over and along said real property hereinbefore described, from time to time, to construct, inspect, repair, alter, modify, replace, remove, and update to present and future technological standards, said utilities. The Grantor shall not place or construct a building or other structure on the easement right-of-way.

The permanent rights herein granted to the Grantee shall continue in force until such time as the Grantee, its successors or assigns, shall permanently abandon the same and upon such removal or abandonment, all rights hereby granted shall terminate.

IN WITNESS WHEREOF, said corporation has caused this instrument to be executed by its proper officers and its corporate seat (if any) to be hereunto affixed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(corporate name)

BY \_\_\_\_\_  
(Signature)

BY \_\_\_\_\_  
(Signature)

ITS \_\_\_\_\_  
(Title)

ITS \_\_\_\_\_  
(Title)

STATE OF WASHINGTON )  
 ) ss  
COUNTY OF THURSTON )

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared \_\_\_\_\_ to me known to be the \_\_\_\_\_ (title(s)) of \_\_\_\_\_ (corporate name) and acknowledged the said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that he is authorized to execute the said instrument and that the seal affixed (if any) is the corporate seal of said corporation.

WITNESS my hand and official seal the day and year first above-written.

\_\_\_\_\_  
Notary Public in and for the  
State of Washington,  
residing at \_\_\_\_\_  
\_\_\_\_\_  
My commission expires: \_\_\_\_\_

Accepted by the City of Lacey, Washington this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

BY: \_\_\_\_\_  
Director of Public Works

STATE OF WASHINGTON )  
 ) ss  
COUNTY OF THURSTON )

On this day and year above, personally appeared before me, \_\_\_\_\_, to me known to be the Public Works Director of the City of Lacey, a Municipal Corporation, who executed the foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said Municipal Corporation for the uses and purposes therein mentioned and on oath states he is authorized to execute the said instrument.

Given under my hand and seal this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the  
State of Washington,  
residing at \_\_\_\_\_  
\_\_\_\_\_  
My commission expires: \_\_\_\_\_

## RIGHT-OF-WAY DEDICATION PREPARATION STANDARDS

- I. SUMMARY: This procedure establishes a uniform method for the preparation of all right-of-way dedications to the City.
- II. SCOPE: This procedure applies to all right-of-way dedications and grants henceforth prepared.
- III. GENERAL: Where property is to be designated for public use, a right-of-way dedication must be granted to the City. The Public Works Engineering Department will generally process, record, and file all right-of-way dedications. Dedications prepared by development consultants will be reviewed, recorded, and filed by the City.
  - A. DEDICATION PREPARATION. All dedications not shown on a plat must be prepared by a licensed land surveyor capable of performing such work. The descriptions contained in the dedication document shall be prepared by a Washington Licensed Land Surveyor who shall seal or affix their name to the description. Descriptions will contain the parcel's full legal description as recorded in the Thurston County Auditor's records. The Thurston County Assessor's parcel number for the parcel described in the dedication shall be provided by the preparer.

All dedications and grants will be prepared on 8.5" x 11" paper with 1" margins and after final typing all dedications shall be proofread by at least two people. Every dedication shall include the required cover sheet.

A dedication drawing will be attached to each dedication: said drawing shall include a City of Lacey title block giving the principle name of the grantor(s), and the general purpose of the dedication. The drawing shall be to a suitable scale on size 8.5" x 11" with 1" margins on all sides. The drawing will show the entire parcel with bearings, distances and shall have enough information to depict both the parcel and the dedication. The dedication must be tied to a platted corner or a section corner. Each drawing will be sealed and signed by the submitting engineer or land surveyor. Refer to the exhibit on page B-16.

- B. RETRIEVAL. Dedications will be on file with the City Clerk and the Public Works Department. To obtain dedications from Public Works, you must have legal description and parcel number information as dedications are filed numerically by section, township and range.

After recording return document to:

City of Lacey  
Public Works  
420 College Street SE  
Lacey, WA 98503

**Document Title:** Right-of-Way Dedication Deed (Individual Form)

**Grantor(s)** (Last name first, then first name and initials):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Additional name(s) on page

**Grantee:** City of Lacey

**Abbreviated Legal Description** (i.e. lot, block, plat or section, township, range):

\_\_\_\_\_  
\_\_\_\_\_

Actual legal is on page \_\_\_\_\_ of document.

**Assessor's Property Tax Parcel Number:** \_\_\_\_\_

**Section, Township, Range:** S \_\_\_\_\_, T \_\_\_\_\_ N, R \_\_\_\_\_ (E or W),  
W.M.

**Fronting Street:** \_\_\_\_\_

**Cross Street:** \_\_\_\_\_



Given under my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of  
Washington, residing at  
My commission expires:

Accepted by the City of Lacey, Washington. this \_\_\_\_\_ day of \_\_\_\_\_,  
2\_\_\_\_\_.

BY: \_\_\_\_\_  
Director of Public Works

STATE OF WASHINGTON        )  
  ) ss.  
County of Thurston         )

On        this        day,        personally        appeared        before        me,  
\_\_\_\_\_ to me known to be the Public Works  
Director of City of Lacey, a municipal corporation, who executed the within and  
foregoing instrument, and acknowledged the said instrument to be the free and  
voluntary act and deed of said corporation, for the uses and purposes therein  
mentioned, and on oath stated that (he/ she) is authorized to execute the said  
instrument.

Given under my hand and official seal this \_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of  
Washington, residing at \_\_\_\_\_  
\_\_\_\_\_  
My commission expires: \_\_\_\_\_

After recording return document to:

City of Lacey  
Public Works  
420 College Street SE  
Lacey, WA 98503

**Document Title:** Right-of-Way Dedication Deed (Corporate Form)

**Grantor(s)** (Last name first, then first name and initials):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Additional name(s) on page

**Grantee:** City of Lacey

**Abbreviated Legal Description** (i.e. lot, block, plat or section, township, range):

\_\_\_\_\_  
\_\_\_\_\_

Actual legal is on page \_\_\_\_\_ of document.

**Assessor's Property Tax Parcel Number:** \_\_\_\_\_

**Section, Township, Range:** S \_\_\_\_\_, T \_\_\_\_\_ N, R \_\_\_\_\_ (E or W),  
W.M.

**Fronting Street:** \_\_\_\_\_

**Cross Street:** \_\_\_\_\_



Accepted by the City of Lacey, Washington, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

BY: \_\_\_\_\_  
Director of Public Works

STATE OF WASHINGTON     )  
  ) ss.  
County of Thurston         )

On this day personally appeared before me \_\_\_\_\_ to me known to be the Public Works Director of the City of Lacey, a municipal corporation, who executed the within and foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that (he/ she) is authorized to execute the said instrument.

GIVEN under my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of  
Washington, residing at \_\_\_\_\_  
My commission expires: \_\_\_\_\_