



EASEMENT SUBMITTAL PACKET

* These documents MAY ONLY be recorded by a representative of the Real Estate Division, in the Department of Support Services.

ANY CHANGES TO THE STANDARD EASEMENT FORM WILL NEED TO BE SUBMITTED AND REVIEWED BY THE COUNTY'S LAW DEPARTMENT BEFORE APPROVAL CAN BE ISSUED.

PROJECT NAME AND NUMBERS: _____
DISTRICT/LANDLOT/PARCEL _____ - _____ - _____

DEVELOPER NAME: _____
ADDRESS: _____ (City) _____ (Zip) _____
CONTACT NAME: _____ PHONE NO: _____ EMAIL: _____

ENGINEERING FIRM: _____
ADDRESS: _____ (City) _____ (Zip) _____
CONTACT NAME: _____ PHONE NO: _____ EMAIL: _____

FOLLOWING ITEMS MUST BE INCLUDED IN YOUR SUBMITTAL PACKAGE OR IT WILL BE RETURNED:

- THIS FORM WITH TOP INFORMATION COMPLETELY FILLED OUT.
PLAT NO LARGER THAN 8 1/2 X 14. TO INCLUDE: *METES AND BOUNDS/LINE CHART, *NORTH/SOUTH ARROW, *PARCEL # AND ADJOINING PARCEL #'S, *STREET NAME(S), * TOTAL SQUARE FOOTAGE OF THE EASEMENT AREA *CERTIFIED STAMPED, SIGNED AND DATED BY SURVEYOR AND A LONG LEGAL DESCRIPTION ATTACHED.
CURRENT WARRANTY DEED(S) FOR ONSITE AND OFFSITE PROPERTIES. IF A CLOSING IS PENDING OR UPCOMING, PLEASE SUBMIT THIS INFORMATION.
APPROPRIATE REQUIRED EXECUTED EASEMENT DOCUMENT (S) TO INCLUDE COMPLETE DETAILS OF THE DISTRICT, LAND LOT, PARCEL NUMBERS & TERM OF TEMPORARY CONSTRUCTION. IF APPLICABLE ON ALL EASEMENT FORMS.
ARTICLES OF CORPORATION/ORGANIZATION/BY-LAWS: ** ANY AUTHORIZED SIGNATURE OTHER THAN MEMBER/MANAGER, OFFICER, AS NOTED ON SECRETARY OF STATE, MUST INCLUDE DOCUMENTATION SHOWING PERSON(S) AS AUTHORIZED TO SIGN ON BEHALF OF REAL ESTATE INTEREST FOR THE COMPANY. **

EASEMENT DOCUMENTS AND EXPLANATION

DO NOT RECORD EASEMENT DOCUMENTS. THEY MUST BE REVIEWED, APPROVED AND RECORDED BY COUNTY PERSONNEL.

SEWER EASEMENTS:

- ONSITE - SEWER On-Site. Easement dedicated to the County for public use ON PRIMARY/SUBJECT development property.
OFFSITE - SEWER Off-Site. Easement dedicated to PRIMARY/SUBJECT owner allowing access to use property to connect to an existing utility pipe. The off-site parcel number is used on this form.
ASSIGNMENT - SEWER. Assignment of off-site easement from PRIMARY/SUBJECT owner to County upon completion for public use. County personnel will insert the off-site recording information on the form and send to recording.

WATER VAULT EASEMENTS:

Water Metering Device. Easement dedicating water meter device and access to County.

OTHER EASEMENTS:

- Access and Utility Easement - Easement dedicating access to sewer and water within a private street.
QuitClaim Request. Documents needed to request the release of an existing public utility easement.

PLEASE BE SURE TO FOLLOW THE SIGNATURE GUIDELINES AS THERE ARE DIFFERENT REQUIREMENTS FOR DIFFERENT OWNERSHIP ENTITIES. EXAMPLE:

- CORPORATION - REQUIRES TWO (2) OFFICER SIGNATURES OR ONE (1) OFFICER SIGNATURE AND THEIR CORPORATE SEAL.
LLC - REQUIRES THE SIGNATURE OF THE MEMBER/MANAGER OF THE COMPANY.
PARTNERSHIP, BANK, CHURCH, TRUSTEE ALL HAVE SIGNATURE GUIDELINES TO BE APPROVED BEFORE RECORDING

SIGNED: _____ DATE: _____

Developer/Owner

Contact For Missing Information/Questions:
Gwinnett County Department of Support Services
Real Estate and Records Management Division

DossDeveloperEasements@gwinnettcountry.com

RETURN TO: DoSS/REAL ESTATE AND RECORDS MANAGEMENT DIVISION
PROJECT NAME AND NUMBER _____

For Gwinnett County Use Only

Approval Date: _____
Initials: _____

UTILITY EASEMENT

GEORGIA, GWINNETT COUNTY

THIS INDENTURE, made this ____ day of _____, 20____, between _____, hereinafter referred to as party of the first part, and _____, hereinafter referred to as the party of the second part.

WITNESSETH: That the said party of the first part, for and in consideration of the sum of One (\$1.00) Dollar and other valuable considerations in hand paid, at and before the sealing and delivery of these presents, the receipt and sufficiency whereof is hereby acknowledged, has granted, bargained, sold and conveyed and by these presents does grant, bargain, sell and convey unto the said party of the second part, its successors and assigns, an easement for the purpose of locating, constructing, maintaining, repairing, replacing and relocating within same, sanitary sewer and/or water lines and their appurtenances within said easement being described as to width in Exhibit "A". Said Exhibit shall be considered the legally controlling description of this conveyance. The party of the second part shall have access to said easement for the purposes previously stated.

The said easement being more particularly defined as a portion of that property in Land Lot ____ of the ____ Land District, being described by the tax parcel # _____ of Gwinnett County, Georgia, for sanitary sewer and/or water lines as shown on the attached plat labeled as Exhibit "A" prepared by _____ and dated _____.

In addition hereto, party of the first part grants and conveys to party of the second part, a temporary construction easement being described as to dimensions in Exhibit "A" and provided further that all rights in and to said temporary construction easement begin upon commencement of construction activity and shall terminate _____ months later.

SUBJECT PROPERTY ADDRESS: _____

The party of the first part does hereby covenant with party of the second part that it is the owner of record and is lawfully seized and possessed of the property above described, and has a good and lawful right to convey said property, or any part thereof, and is free from all encumbrances, and will forever warrant and defend title thereto against the lawful claims of all persons whomsoever.

The party of the first part further covenants that no buildings or permanent structures will be constructed upon, over or across the easement described herein.

The party of the first part does hereby further covenant that the grade or amount of dirt upon, over and across the easement will not be altered without the prior permission of the party of the second part.

The party of the first part also covenants that no changes will be made to the surface within or adjoining the permanent easement that would create a condition whereby standing water would accumulate upon, over or across the easement area without the prior permission of the party of the second part.

TO HAVE AND TO HOLD, the said easement unto the party of the second part, its successors and/or assigns forever.

IN WITNESS WHEREOF, the party of the first part has hereunto set his hand and affixed his seal, the day and year first above written.

Signed, sealed, and delivered on this
In the presence of:

Unofficial Witness

Notary Public
My Commission Expires:

[NOTARY SEAL]

GRANTOR:

By: _____ (SEAL)
Print Name:
Title:

By: _____ (ATTEST)
Print Name:
Title:

[CORPORATE SEAL]

**RETURN TO: DoSS/REAL ESTATE AND RECORDS MANAGEMENT DIVISION
PROJECT NAME AND NUMBER _____**

<i>For Gwinnett County Use Only</i>
Approval Date: _____
Initials: _____

UTILITY ASSIGNMENT EASEMENT

GEORGIA, GWINNETT COUNTY

THIS INDENTURE made this ____ day of _____ 20 __, between _____, hereinafter referred to as party of the first part, and **GWINNETT COUNTY WATER AND SEWERAGE AUTHORITY**, a political subdivision of the State of Georgia, hereinafter referred to as the party of the second part.

WITNESSETH: That the said party of the first part, for and in consideration of the sum of ONE (\$1.00) DOLLAR and other valuable considerations in hand paid, at and before the sealing and delivery of these presents, the receipt and sufficiency whereof is hereby acknowledged, has granted, bargained, sold and conveyed and by these presents does grant, bargain, sell and convey unto the said party of the second part, their successors and/or their assigns an easement for the purpose of locating, constructing, maintaining, repairing and relocating within same, sanitary sewer and/or water lines and their appurtenances within said easement being described as to width in Exhibit "A".

The said easement being more particularly defined as a portion of that property in Land Lot ____ of the ____ Land District, being described by the tax parcel # _____ of Gwinnett County, Georgia, for sanitary sewer and/or water lines as shown on the attached plat labeled as Exhibit "A" prepared by _____ and dated _____, which by reference is incorporated herein.

SUBJECT PROPERTY ADDRESS: _____

This is an assignment of all rights and interests in and to the existing easement previously recorded in Deed Book _____ Page _____, Gwinnett County, Georgia records.

The party of the first part does hereby covenant with party of the second part that it has a good and lawful right to assign said easement.

TO HAVE AND TO HOLD, the said easement unto the party of the second part, its successors and/or assigns forever.

IN WITNESS WHEREOF, the party of the first part has hereunto set its hands and affixed its seals, the day and year first above written.

Signed, sealed, and delivered
In the presence of:

Unofficial Witness

Notary Public
My Commission Expires:

[NOTARY SEAL]

GRANTOR:

By: _____ [SEAL]
Print Name:
Title:

By: _____ [ATTEST]
Print Name:
Title:

[CORPORATE SEAL]

RETURN TO: DoSS/REAL ESTATE AND RECORDS MANAGEMENT DIVISION
PROJECT NAME AND NUMBER: _____

For Gwinnett County Use Only

Approval Date: _____
Initials: _____

UTILITY EASEMENT

GEORGIA, GWINNETT COUNTY

THIS INDENTURE, made this ____ day of _____, 20____, between _____ hereinafter referred to as party of the first part, and **GWINNETT COUNTY WATER AND SEWERAGE AUTHORITY**, a political subdivision of the State of Georgia, hereinafter referred to as the party of the second part.

WITNESSETH: That the said party of the first part, for and in consideration of the sum of One (\$1.00) Dollar and other valuable considerations in hand paid, at and before the sealing and delivery of these presents, the receipt and sufficiency whereof is hereby acknowledged, has granted, bargained, sold and conveyed and by these presents does grant, bargain, sell and convey unto the said party of the second part, its successors and assigns, an easement for the purpose of locating, constructing, maintaining, repairing, replacing and relocating within same, sanitary sewer and/or water lines and their appurtenances within said easement being described as to width in Exhibit "A". Said Exhibit shall be considered the legally controlling description of this conveyance. The party of the second part shall have access to said easement for the purposes previously stated.

The said easement being more particularly defined as a portion of that property in Land Lot ____ of the ____ Land District, being described by the tax parcel # _____ of Gwinnett County, Georgia, for sanitary sewer and/or water lines as shown on the attached plat labeled as Exhibit "A" prepared by _____ and dated _____.

SUBJECT PROPERTY ADDRESS: _____

The party of the first part does hereby covenant with party of the second part that it is the owner of record and is lawfully seized and possessed of the property above described, and has a good and lawful right to convey said property, or any part thereof, and is free from all encumbrances, and will forever warrant and defend title thereto against the lawful claims of all persons whomsoever.

The party of the first part further covenants that no buildings or permanent structures will be constructed upon, over or across the easement described herein.

The party of the first part does hereby further covenant that the grade or amount of dirt upon, over and across the easement will not be altered without the prior permission of the party of the second part.

The party of the first part also covenants that no changes will be made to the surface within or adjoining the permanent easement that would create a condition whereby standing water would accumulate upon, over or across the easement area without the prior permission of the party of the second part.

TO HAVE AND TO HOLD, the said easement unto the party of the second part, its successors and/or assigns forever.

IN WITNESS WHEREOF, the party of the first part has hereunto set his hand and affixed his seal, the day and year first above written.

Signed, sealed, and delivered on this
In the presence of:

Unofficial Witness

Notary Public
My Commission Expires:

[NOTARY SEAL]

GRANTOR:

By: _____ (SEAL)
Print Name:
Title:

By: _____ (ATTEST)
Print Name:
Title:

[CORPORATE SEAL]

RETURN TO: DoSS/REAL ESTATE AND RECORDS MANAGEMENT DIVISION

PROJECT NAME AND NUMBER: _____

<i>For Gwinnett County Use Only</i>
Approval Date: _____
Initials: _____

WATER METERING DEVICE AND ACCESS EASEMENT

GEORGIA, GWINNETT COUNTY

THIS INDENTURE, made this ____ day of _____ 20__, by and between _____ hereinafter referred to as party of the first part, and **GWINNETT COUNTY WATER AND SEWERAGE AUTHORITY**, a political subdivision of the State of Georgia, hereinafter referred to as the party of the second part.

WITNESSETH: That the said party of the first part, for and in consideration of the sum of **ONE (\$1.00) DOLLAR** and other valuable considerations in hand paid, at and before the sealing and delivery of these presents, the receipt and sufficiency whereof is hereby acknowledged, has granted, bargained, sold and conveyed and by these presents does grant, bargain, sell and convey unto the said party of the second part, their successors and/or their assigns, an easement for the purpose of accessing, inspecting and maintaining water metering devices located within the said easement.

The maintenance of piping, backflow preventers, vaults and all other appurtenances located within the above-described easement, with the exception of the metering devices shall be the sole responsibility of the party of the first part.

The said easement being more particularly defined as a portion of that property in Land Lot ____ of the ____ Land District, being described by the tax parcel # _____ of Gwinnett County, Georgia, for sanitary sewer and/or water lines as shown on the attached plat labeled as Exhibit "A" prepared by _____ and dated _____.

SUBJECT PROPERTY ADDRESS: _____

The party of the first part does hereby covenant with party of the second part that it is the owner of record and is lawfully seized and possessed of the property above described, and it has a good and lawful right to convey said property, or any part thereof, and it is free from all encumbrances, and that it will forever warrant and defend title thereto against the lawful claims of the persons whomsoever.

TO HAVE AND TO HOLD, the said easement unto the party of the second party, its successors and/or assigns forever.

IN WITNESS WHEREOF, the party of the first part has hereunto set its hands and affixed its seals, the day and year first above written.

Signed, sealed, and delivered on this
In the presence of:

GRANTOR:

By: _____ (SEAL)
Print Name:
Title:

Unofficial Witness

By: _____ (ATTEST)
Print Name:
Title:

Notary Public
My Commission Expires:

[NOTARY SEAL]

[CORPORATE SEAL]

RETURN TO: DoSS/REAL ESTATE & RECORDS MANAGEMENT DIVISION
PROJECT NAME AND NUMBER:

<i>For Gwinnett County Use Only</i>
Approval Date: _____
Initials: _____

ACCESS AND UTILITY EASEMENT

STATE OF GEORGIA
COUNTY OF GWINNETT

THIS INDENTURE, made this _____ day of _____, 20__, between _____, hereinafter referred to as party of the first part, and _____, a political subdivision of the State of Georgia, hereinafter referred to as the party of the second part.

WITNESSETH: that the said party of the first part, for and in consideration of the sum of One (\$1.00) Dollar and other valuable considerations in hand paid, at and before the sealing and delivery of these presents, the receipt and sufficiency whereof is hereby acknowledged, has granted, bargained, sold and conveyed and by these presents does grant, bargain, sell and convey unto the said party of the second part, its successors and assigns, a permanent access and utility easement for the purpose of entering upon said Grantor's property to access and perform construction, maintenance, operations and repairs to same sewer and/or water lines and their appurtenances. Said easement being described as to width in Exhibit "A". Said Exhibit shall be considered the legally controlling description of this conveyance. The party of the second part shall have access to said easement for the purposes previously stated.

The said easement being more particularly defined as a portion of that property in Land Lot _____ of the _____ Land District, being described by the tax parcel _____ of Gwinnett County, Georgia, for a permanent access and utility easement as shown on the attached plat labeled as Exhibit "A", prepared _____ and dated _____.

SUBJECT PROPERTY ADDRESS: _____

The party of the first part does hereby covenant with party of the second part that he is the owner of record and is lawfully seized and possessed of the property above described, and he has a good and lawful right to convey said property, or any part thereof, and is free from all encumbrances, and that he will forever warrant and defend title thereto against the lawful claims of all persons whomsoever.

The party of the first part further covenants that no buildings or permanent structures will be constructed upon, over or across the easement described herein during the above stated period of time.

The party of the first part also covenants that no changes will be made to the surface within the easement area during this time without the prior permission of the party of the second part.

TO HAVE AND TO HOLD, the said easement unto the party of the second part, its successors and assigns.

IN WITNESS WHEREOF, the party of the first part has hereunto set his hand and affixed his seal, the day and year first above written.

Signed, sealed, and delivered on this
In the presence of:

Unofficial Witness

Notary Public
My Commission Expires:

[NOTARY SEAL]

GRANTOR:

By: _____(SEAL)
Print Name:
Title:

By: _____(ATTEST)
Print Name:
Title:

[CORPORATE SEAL]



REQUEST FOR QUITCLAIM EASEMENT RELEASE PROCEDURE

**** PLEASE NOTE – DO NOT SUBMIT WITHOUT ALL REQUESTED DOCUMENTS ****

A. The following information is required when requesting a Quitclaim Deed to release an existing easement.

- ____1. Copy of the recorded existing easement or Plat showing dedication of easement to be released
- ____2. Exhibit "A"/Plat:
 - Exhibit showing and stating easement "**area to be released with the square footage and acreage amount**".
 - 8 ½ x11 is preferred. No larger than 8 ½ x14.
 - Long legal description attached as Exhibit "B".
 - Plat must be certified stamped, dated, and signed by a registered land surveyor, North/South Arrow shown, All parcels identified with ownership name and parcel #, all right of ways named, metes and bounds or line chart on exhibit and property lines clearly identified.

____3. **Owner of property (please note: the owner of the property is the only person who may request a Quitclaim for an existing easement to be released. If the Developer, Engineer, or any other person than the property owner submits the request for abandonment, an Affidavit on owners letterhead must be submitted showing such person has authority to authorize real estate interest on behalf of the property owner.**

- 1. Contact name, phone number and email of the PROPERTY OWNER
- 2. Submit a letter explaining the reason for your request to the Department of Support Services – Real Estate Division to Dossdevelopereasements@gwinnettcountry.com.
- 3. Your request will be reviewed and considered by the Dept. of Water Resources and if approved processed by the Real Estate Section.

B. Place this information in letter format and addressed to:

Gwinnett County Department of Support Services – Real Estate and Records Management Division
Justice and Administration Center
75 Langley Drive – Suite 200
Lawrenceville, GA 30046