

INSTRUCTIONS

In the space provided for the easement description, please insert an accurate description of the easement including the type of easement, i.e., waterline and/or sanitary sewer and the size of the easement. This language should match the description of the Exhibit submitted with the Deed, and the following typical language should be used:

It being that area designated as **xx'** Waterline (*or sewer or water and sewer*) Easement, Area = **xx,xxx** square feet, as shown on that certain exhibit entitled "Exhibit Showing **xx'** Waterline (*or sewer or water and sewer*) Easement Dedicated to the City of Chesapeake, VA at (*name of project*), (*tax identification number*), (*name of borough*) Borough, Chesapeake, Virginia" dated **xxxx xx, 20xx**, attached hereto and made a part hereof.

The following header must be on Page 2 and all pages thereafter:

Water and/or Sewer Deed of Easement
Page **x** - Dated: _____, 20_____
Project Name: _____
Tax Identification Number _____

On the first line of the above header, specify type of easement, i.e., watermain, water meter, sanitary sewer, water and sanitary sewer, etc. On the third line, the Project Name must be the project name as determined by the Department of Development and Permits and shown on the City's project data base. On the fourth line, the Tax Identification Number is the City's thirteen-digit tax identification number.

If the "LANDOWNER" is an organization, it must be identified as to type; i.e., **Corporation; Virginia General Partnership; Limited Liability Company; etc.**

The **Name and Title** of the "LANDOWNER" must be typed beneath the signature line. To avoid an issue with legal review, please check the City of Chesapeake Real Estate Assessor's website to ensure that the "Landowner" on the Deed matches the landowner in the City's records. <http://www.cityofchesapeake.net/government/city-departments/departments/Real-Estate-Assessor/app.htm>. You can also use this website to confirm the correct tax map parcel number(s).

If the "LANDOWNER" is a **Corporation**, the deed must be signed by either the PRESIDENT or VICE PRESIDENT of the corporation.

If the "LANDOWNER" is a **Partnership**, the deed must be signed by a PARTNER.

If the "LANDOWNER" is a **Limited Liability Company**, the deed must be signed by a Managing MEMBER, if member managed, or a MANAGER, if manager managed. If there are questions about signatory authority, you may need to obtain an operating agreement (upon request).

The attached exhibit must be clearly labeled and accurately show all utility easements being dedicated by this deed. The exhibit must also reference the recordation information (deed book and page number) and thirteen-digit tax identification number(s) of all properties affected by this easement dedication.

Along with the Deed of Easement, you must submit a 60-year title report, issued in the last 60 days, or a title opinion letter from an attorney licensed in Virginia issued in the last 60 days. With either the title report or the title opinion letter, please include a copy of the most recent instrument conveying the property.

Please return the completed Deed of Easement, title report and deed of conveyance to the Department of Public Utilities for review, approval, acceptance and recordation.