

**CITY OF DALLAS
DEVELOPMENT SERVICES
WATER/WASTEWATER EASEMENT
DEDICATION BY SEPARATE INSTRUMENT**

PROCEDURE FOR OBTAINING A WATER AND/OR WASTEWATER EASEMENT
EITHER ONSITE OR OFFSITE FOR PRIVATE DEVELOPMENT PROJECTS
REQUIRING ENGINEERING PLAN REVIEW.

REQUIRED SUBMITTAL:

- One copy of engineering plans showing easement(s).
- Two copies of preliminary plat
- One copy of current owner's warranty deed
- Three sets of field notes (metes and bounds property description) with original signatures and seals

A contact person with phone/ email should be provided in case additional information if needed. Documentation showing who has authority to sign easements etc. may be required when the property is controlled/owned by corporations, partnerships, ventures etc.

CITY PROCEDURE:

- Applicant submits above information to Development Services – Water Engineering, 320 E. Jefferson Blvd., Room 200, Dallas, Texas 75203
- Field notes are routed by the Review Team to the Survey Section for approval.
- After field notes are approved by the Survey Section, field notes and warranty deed are sent to the City Real Estate Division.
- City Real Estate prepares the easement form and mails to owner for signature.
- Owner signs and returns the completed form to City Real Estate.
- The Easement Form is then signed by the City Attorney's Office, if approved.
- City Real Estate sends the easement document to County Records to be recorded.
- If the easement is needed in order to release a plat (usually an offsite easement), the plat can be released once the easement is recorded and the Review Team receives the volume and page.