



EASEMENT/LAND DEDICATION INFORMATION FORM

In the development process, the City requires certain property--such as parkland or a fire station site--to be dedicated to the City as a condition of approval of the plat, plan, or permit sought. Such land must be conveyed via warranty deed. Similarly, anyone who seeks City-owned utility services must first construct any necessary infrastructure improvements and provide the City with easements to access, operate, and maintain the utilities. Sometimes, the easements will run outside of the plat or tract to be developed. Such easements are called "off-site" easements. In each instance, the property owner who grants the City the required land or easement rights is the "Grantor", and the grant of such rights must be accepted and recorded before the City can provide the approval sought.

This form enables the City to initiate the conveyance process for easements or land to be dedicated to the City.

Basic Information:

Dedication of Land

Grant of Easement

- Type of Land / Easement to be Conveyed: _____
(See <https://realestate.georgetown.org> for types of standard conveyance documents)
- Associated Development Project (if applicable): _____
- Owner/Grantor's Name: _____
If an Entity, Type of Entity (Corporation, Partnership, etc): _____
State of Incorporation (if applicable): _____
Authorized Officer & Title (if applicable): _____
(if a limited partnership, provide name of general partner and authorized officer of general partner)
Mailing Address: _____
- Title Company Name (if applicable): _____
Name of Escrow Officer: _____
Mailing Address: _____
Email: _____
- Lienholder Name (if applicable): _____
Name of Authorized Representative: _____
Mailing Address: _____
Email: _____

Additional Required Information:

- If the property is owned by an entity: A copy of the articles of incorporation, designation of managers, partnership agreement, or any other document that identifies the authorized representative with the ability to grant or transfer any interest in the property.
- Metes and bounds and survey sketch for the easement/land to be conveyed.
- Title commitment (if applicable; see <https://realestate.georgetown.org> for more information)

Upon receipt of this information, the City will provide a deed or easement agreement drafted by the City Attorney's Office to the Grantor for execution. Upon execution, the Grantor shall mail or deliver the original documents to the City Attorney's Office for review and the City's signatures. Please include pre-paid postage for the City to return the fully-executed document to the Grantor, or to forward the fully-executed document to the title company, for recordation. Upon recording the document, the original document shall be returned to the City for retention.