



**ATHENS-CLARKE COUNTY UNIFIED GOVERNMENT
PUBLIC UTILITIES DEPARTMENT**

**INSTRUCTIONS FOR
PREPARATION/EXECUTION OF EASEMENT PLAT AND EASEMENT DOCUMENT(S)**

1. A water and/or sanitary sewer easement plat is to be submitted to Public Utilities, Engineering Management for review. Once approved, the easement plat is to be electronically submitted to the Clerk of Superior Court for recording prior to the easement document(s) being submitted per HB1004. This recording is usually made by the surveyor and a recorded easement document will be emailed back to the person recording it. Once the plat is recorded, the easement document must contain the Plat Book and Page number. Please reference HB1004 and/or the Clerk of Superior Court website at www.accgov.com for additional information. **Public Utilities, Engineering Management will require an electronic copy of the recorded easement plat and easement document(s) prior to setting the meter.**
2. A water and/or sanitary sewer easement document is to be submitted to Public Utilities, Engineering Management in the format described below along with a current title opinion from an attorney. If any exceptions are made to the title, releases from lienholders will be required.
3. The format for the water and/or sanitary sewer easement is shown on the attached document labeled "Sample". Any deviations from this form will have to be approved by the Public Utilities Director.
4. The description of the easement can be handled multiple ways. See examples below. All descriptions must refer to an already recorded plat with the Book and Page number referenced in the easement document(s). An empty space no smaller than a 3" x 3" in the upper left hand corner of all documents being recorded must be provided for the recording information. Scanned, recordable plats can be no larger than 24" x 36".

Two typical descriptions are as follows:

- A. A 20-ft. easement in a specific location on the plat:
A 20-foot permanent easement as shown by the area colored _____ upon a plat of survey entitled "_____", dated _____, prepared by _____ and having the boundaries as set forth on said plat; said plat being recorded in Plat Book _____, Page _____, Clerk's Office, Superior Court, Athens-Clarke County, Georgia, reference to which is hereby made and the same is incorporated herein and made a part hereof by reference thereto.

B. An easement located within the road right of way:
All that right of way for a _____ (water and/or sanitary sewer) easement laying and being in Athens-Clarke County and being specifically located within the right of way of _____ (insert name(s) of roadway(s)) as is particularly shown and delineated on a plat entitled " _____ ", dated _____, prepared by _____; said plat being recorded in Plat Book _____, Page _____, Clerk's Office Superior Court, Athens-Clarke County, Georgia, reference to which is hereby reference thereto.

5. If Grantor is a corporation, the easement must be signed by the President, Vice President, attested by the Secretary, and the corporate seal affixed pursuant to proper corporate resolution. In the event the Grantor is a partnership, the easement must be signed in the partnership name by one of the partners with the indication that he/she is a general partner.
6. One witness and one Notary Public must witness the signature of the Grantor. The Notary Public must affix his/her seal and indicate the expiration of commission.

SAMPLE

STATE OF GEORGIA

COUNTY OF ATHENS-CLARKE

THIS INDENTURE, made and entered into this _____ day of _____, 20 _____,
Between _____, hereinafter called Grantor, and the UNIFIED
GOVERNMENT OF ATHENS-CLARKE COUNTY, GEORGIA, a body politic and corporate, and
political subdivision of the State of Georgia, hereinafter called Grantee;

WITNESSETH:

That said Grantor for and in consideration of ONE AND NO/100 DOLLAR (\$1.00) and other good and valuable consideration, the receipt and sufficiency whereof is hereby acknowledged, does hereby grant unto the UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY, GEORGIA, its successors and assigns, the easements hereinafter described for the purpose of, from time to time, constructing, operating, repairing, increasing the size of, maintaining, and renewing a (water and/or sanitary sewer) line or lines, upon, under, above, over and across the lands of said Grantor. Said easement is more particularly described as follows:

Description of 20' permanent easement with plat reference

(SEE INSTRUCTIONS FOR FORMAT),

The Grantor stipulates that no structure, building, or portion thereof shall be built upon or over said 20-foot permanent easement and Grantee shall at all times have convenient access to said (water and/or sanitary sewer) line or lines.

Grantor warrants and will forever defend the title to said easement unto the Grantee, its successors and assigns, against the lawful claims of all persons whomsoever.

IN WITNESS WHEREOF, the said Grantor has hereunto set its hand, affixed its seal, and delivered these present, the day, month, and year first above written.

GRANTOR

(SEAL)

Signed, sealed and delivered in the
presence of:

Unofficial Witness

Notary Public