

APPENDIX B

EASEMENT PREPARATION STANDARDS

- I. SUMMARY: This procedure establishes a uniform method for the preparation of all City easements.
- II. SCOPE: This procedure applies to all easements and grants henceforth prepared.
- III. GENERAL: Where public utilities are constructed on private property, an easement must be granted to the City. The Public Works Engineering Department will generally process, record and file all easements. Easements prepared by development consultants will be reviewed, recorded and filed by the City.
 - A. EASEMENT PREPARATION. All easements not shown on a plat must be prepared by a licensed land surveyor capable of performing such work. The descriptions contained in the easement document shall be prepared by a Washington Licensed Land Surveyor who shall seal or affix their name to the description. Descriptions will contain the parcel's full legal description as recorded in the Thurston County Auditor's records. Easement widths shall be 15' for single utility and 20' for dual utility, unless specifically directed otherwise by the City Engineer. The Thurston County Assessor's parcel number for the parcel described in the easement shall be provided by the preparer.

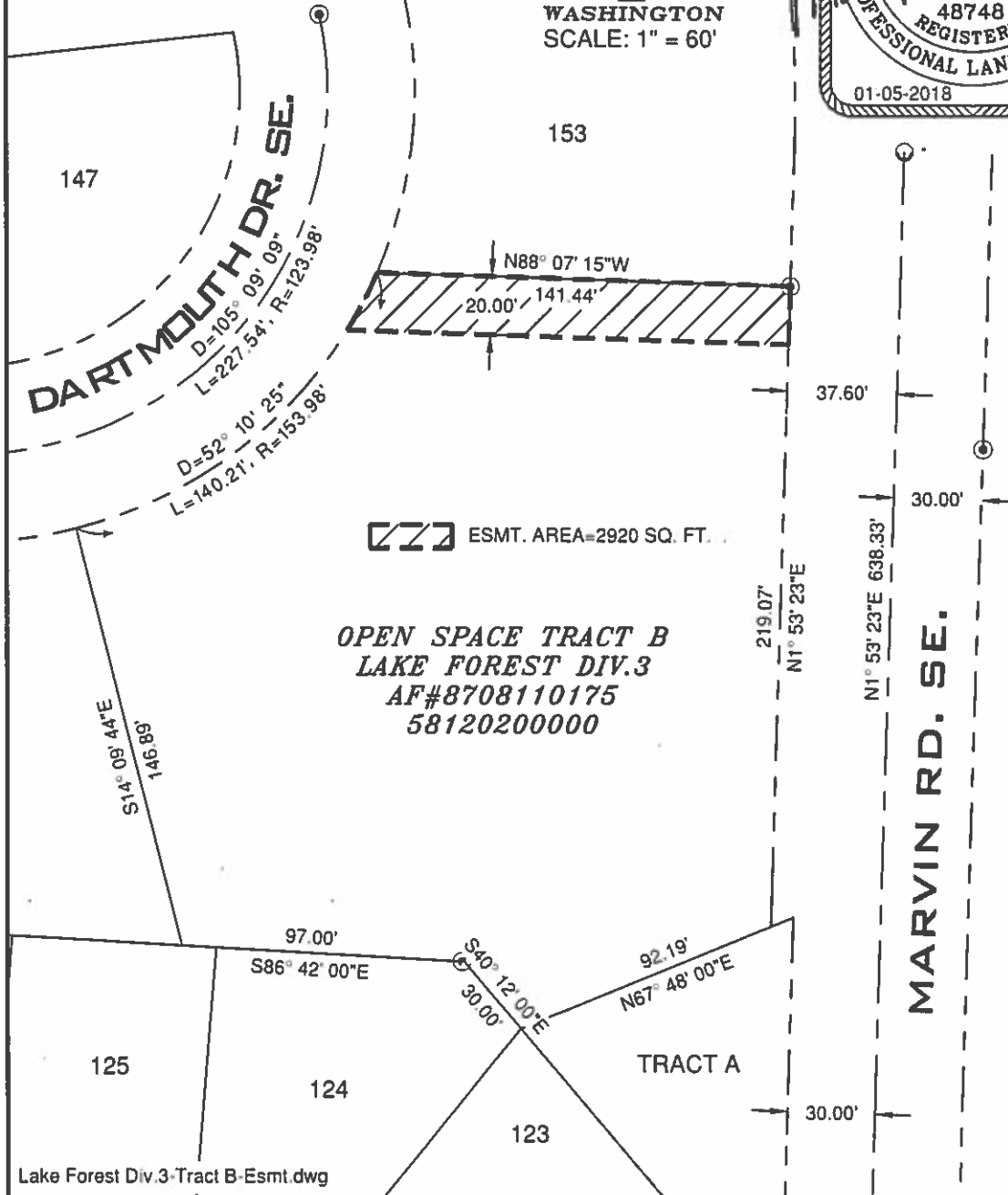
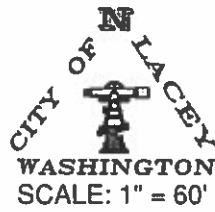
All easements and grants will be prepared on 8 1/2" x 11" paper with 1" margins and after final typing all easements shall be proofread by at least two people. Every easement shall include the required cover sheet.

An easement drawing will be attached to each easement: said drawing to include a City of Lacey title block giving the principle name of the grantor(s), and the general purpose of the easement i.e. water, sewer, drainage, well protection, access, etc. The drawing shall be to a suitable scale on size 8 1/2" x 11" with 1" margins on all sides. The drawing will show the entire parcel with bearings, distances and shall have enough information to depict both the parcel and the easement. The easement must be tied to a platted corner or a section corner. Permanent and temporary easements shall be delineated by cross-hatching. Each drawing will be sealed and signed by the submitting engineer or land surveyor. Refer to the exhibit on page B-2.

- B. RETRIEVAL. Easements will be on file with the City Clerk and the Public Works Department. To obtain easements from Public Works, you must have legal description and parcel number information as easements are filed numerically by section, township and range.

EXHIBIT "A"

NW $\frac{1}{4}$ OF SW $\frac{1}{4}$, SEC. 25, T18N, R1W, W.M.



GRANTOR: Lake Forest Homeowners Assoc.
 PURPOSE: Utility Easement

CITY OF LACEY, WASHINGTON DEPT. OF PUBLIC WORKS		
DWN. MKB	CKD. RPS	DATE 01-05-2018



Lake Forest Div.3-Tract B-Esmt.dwg

After recording return document to:

City of Lacey
Department of Public Works
420 College St SE
Lacey, WA 98503

Document Title: **Utility Easement (Individual)**

Grantor(s) (Last name first, then first name and initials):

1. _____
2. _____
3. _____
4. _____
5. Additional name(s) on page ____ of document.

Grantee: **CITY OF LACEY**

Abbreviated Legal Description (i.e. lot, block, plat or section, township, range):

Actual legal is on page _____ of document.

Assessor's Property Tax Parcel Number: _____

Section, Township, Range: S _____, T _____ N, R _____, W.M.

Fronting Street: _____

Cross Street: _____

UTILITY EASEMENT

THIS INDENTURE, made this _____ day of _____, 20_____,
between , _____ (name) hereinafter called
the GRANTOR, and the **CITY OF LACEY**, a municipal corporation, hereinafter called the
GRANTEE,

WITNESSETH:

For valuable consideration, receipt of which is hereby acknowledged, the Grantor hereby grant
and convey to the Grantee, its successors and assigns, A PERPETUAL EASEMENT FOR UTILITIES,
over, under, upon and through a portion of that certain real property situate and being in the County of
Thurston, State of Washington, more particularly described as follows, TO WIT:

PARCEL:

EASEMENT:

Containing ???? sq.ft. or ???? acres

See Exhibit "B" attached hereto and by this reference made apart hereof.

(Description prepared by or under the direction of _____ on DATE.)

TEMPORARY CONSTRUCTION EASEMENT:

Temporary construction easement described as:

Said temporary construction easement to terminate three years from the day and year first above-
written or upon completion of the initial construction of said utilities whichever is sooner.

TOGETHER WITH the right to enter upon, over and along said real property hereinbefore
described, from time to time, to construct, inspect, repair, alter, modify, replace, remove, and update to
present and future technological standards, said utilities. The Grantor shall not place or construct a
building or other structure on the permanent easement right-of-way.

The permanent rights herein granted to the Grantee shall continue in force until such time as the
Grantee, its successors or assigns, shall permanently abandon the same and upon such removal or
abandonment, all rights hereby granted shall terminate.

Accepted by the City of Lacey, Washington. this _____ day of _____, 20____.

BY: _____

Scott Egger
Director of Public Works

STATE OF WASHINGTON)
) ss
COUNTY OF THURSTON)

On this day and year above, personally appeared before me, **Scott Egger**, to me known to be the Public Works Director of the City of Lacey, a Municipal Corporation, who executed the foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said Municipal Corporation for the uses and purposes therein mentioned and on oath states he is authorized to execute the said instrument.

Given under my hand and seal this _____ day of _____, 20____.

Notary Public in and for the State of
Washington, residing at _____

My commission expires: _____

After recording return document to:

City of Lacey
Department of Public Works
420 College St SE
Lacey, WA 98503

Document Title: **Utility Easement (Corporate)**

Grantor(s) (Last name first, then first name and initials):

1. _____
2. _____
3. _____
4. _____
5. Additional name(s) on page ____ of document.

Grantee: **CITY OF LACEY**

Abbreviated Legal Description (i.e. lot, block, plat or section, township, range):

Actual legal is on page _____ of document.

Assessor's Property Tax Parcel Number: _____

Section, Township, Range: S _____, T _____ N, R _____, W.M.

Fronting Street: _____

Cross Street: _____

UTILITY EASEMENT

THIS INDENTURE, made this _____ day of _____, 20____, between ,

(corporate name)
hereinafter called the GRANTOR, and the **CITY OF LACEY**, a municipal corporation, hereinafter
called the GRANTEE,

WITNESSETH:

For valuable consideration, receipt of which is hereby acknowledged, the Grantor hereby grant and convey to the Grantee, its successors and assigns, A PERPETUAL EASEMENT FOR UTILITIES, over, under, upon and through a portion of that certain real property situate and being in the County of Thurston, State of Washington, more particularly described as follows, TO WIT:

PARCEL:

EASEMENT:

Containing ???? sq.ft. or ???? acres

See Exhibit "B" attached hereto and by this reference made apart hereof.

(Description prepared by or under the direction of _____ on DATE.)

TEMPORARY CONSTRUCTION EASEMENT:

Temporary construction easement described as:

Said temporary construction easement to terminate three years from the day and year first above-written or upon completion of the initial construction of said utilities whichever is sooner.

TOGETHER WITH the right to enter upon, over and along said real property hereinbefore described, from time to time, to construct, inspect, repair, alter, modify, replace, remove, and update to present and future technological standards, said utilities. The Grantor shall not place or construct a building or other structure on the permanent easement right-of-way.

The permanent rights herein granted to the Grantee shall continue in force until such time as the Grantee, its successors or assigns, shall permanently abandon the same and upon such removal or abandonment, all rights hereby granted shall terminate.

IN WITNESS WHEREOF, said corporation has caused this instrument to be executed by its proper officers and its corporate seal (if any) to be hereunto affixed this _____ day of _____, 20____.

(corporate name)

BY _____
(Signature)

ITS _____
(Title)

BY _____
(Signature)

ITS _____
(Title)

STATE OF WASHINGTON)
) ss
COUNTY OF THURSTON)

On the _____ day of _____, 20____, before me, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared _____ to me known to be the _____(title) of _____(corporate name) and acknowledged the said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that he/she/they is/are authorized to execute the said instrument and that the seal affixed (if any) is the corporate seal of said corporation.

WITNESS my hand and official seal the day and year first above-written.

Notary Public in and for the State of Washington, residing at _____

My commission expires: _____

Accepted by the City of Lacey, Washington. this _____ day of _____, 20____.

BY: _____

Scott Egger
Director of Public Works

STATE OF WASHINGTON)
) ss
COUNTY OF THURSTON)

On this day and year above, personally appeared before me, **Scott Egger**, to me known to be the Public Works Director of the City of Lacey, a Municipal Corporation, who executed the foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said Municipal Corporation for the uses and purposes therein mentioned and on oath states he is authorized to execute the said instrument.

Given under my hand and seal this _____ day of _____, 20____.

Notary Public in and for the State of
Washington, residing at _____

My commission expires:_____

RIGHT-OF-WAY DEDICATION PREPARATION STANDARDS

- I. SUMMARY: This procedure establishes a uniform method for the preparation of all right-of-way dedications to the City.
- II. SCOPE: This procedure applies to all right-of-way dedications and grants henceforth prepared.
- III. GENERAL: Where property is to be designated for public use, a right-of-way dedication must be granted to the City. The Public Works Engineering Department will generally process, record, and file all right-of-way dedications. Dedications prepared by development consultants will be reviewed, recorded, and filed by the City.

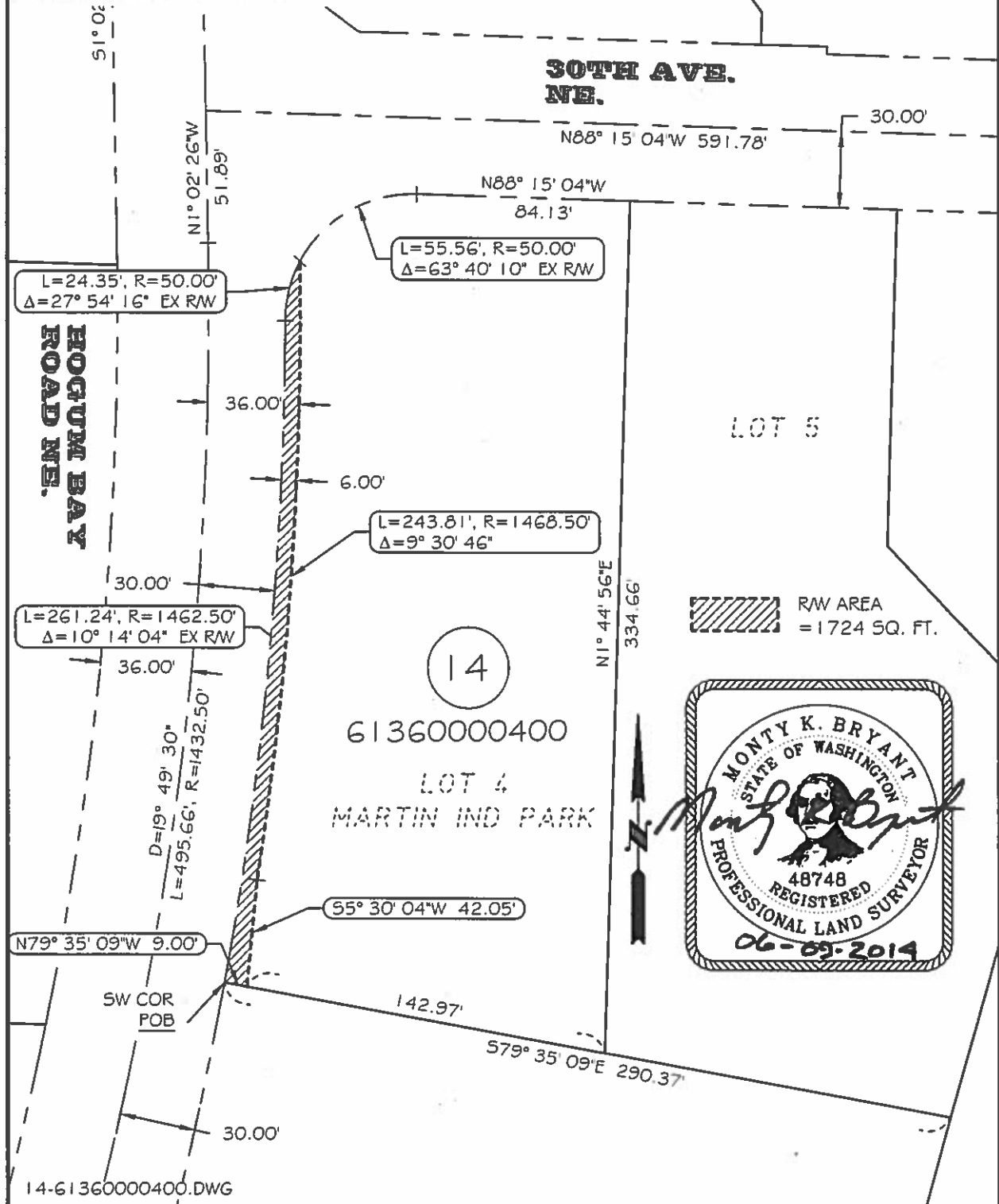
- A. DEDICATION PREPARATION. All dedications not shown on a plat must be prepared by a licensed land surveyor capable of performing such work. The descriptions contained in the dedication document shall be prepared by a Washington Licensed Land Surveyor who shall seal or affix their name to the description. Descriptions will contain the parcel's full legal description as recorded in the Thurston County Auditor's records. The Thurston County Assessor's parcel number for the parcel described in the dedication shall be provided by the preparer.

All dedications and grants will be prepared on 8.5" x 11" paper with 1" margins and after final typing all dedications shall be proofread by at least two people. Every dedication shall include the required cover sheet.

A dedication drawing will be attached to each dedication: said drawing shall include a City of Lacey title block giving the principle name of the grantor(s), and the general purpose of the dedication. The drawing shall be to a suitable scale on size 8.5" x 11" with 1" margins on all sides. The drawing will show the entire parcel with bearings, distances and shall have enough information to depict both the parcel and the dedication. The dedication must be tied to a platted corner or a section corner. Show right-of-way area in square feet. Each drawing will be sealed and signed by the submitting engineer or land surveyor. Refer to the following exhibit.

- B. RETRIEVAL. Dedications will be on file with the City Clerk and the Public Works Department. To obtain dedications from Public Works, you must have legal description and parcel number information as dedications are filed numerically by section, township and range.

EXHIBIT "A"



GRANTOR: YATES ENTERPRISES LLC

PURPOSE: RIGHT OF WAY

CITY OF LACEY, WASHINGTON
DEPT. OF PUBLIC WORKS

DES.	DWN.	CKD.	DATE
	MKB	DRZ	10-08-2013

After recording, return document to:

City of Lacey
Department of Public Works
420 College St SE
Lacey, WA 98503

Document Title: **Right of Way Dedication Deed (Individual)**

Grantor(s) (Last name first, then first name and initials):

1. _____
2. _____
3. _____
4. _____
5. Additional name(s) on page ____ of document.

Grantee: **CITY OF LACEY**

Abbreviated Legal Description (i.e. lot, block, plat or section, township, range):

Actual legal is on page _____ of document.

Assessor's Property Tax Parcel Number: _____

Section, Township, Range: S _____, T _____ N, R _____, W.M.

Fronting Street: _____

Cross Street: _____

RIGHT-OF-WAY DEDICATION DEED

FOR VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, the undersigned GRANTOR(S), _____ (name) grant(s) and convey(s) to the CITY OF LACEY, a municipal corporation of the State of Washington, for use of the public forever for public street right-of-way purposes, all interest in the following described real property situated in the City of Lacey, Thurston County, Washington, TO WIT:

PARCEL:

RIGHT OF WAY:

Containing ???? sq. ft. or ???? acres

See Exhibit "B" attached hereto and by this reference made apart hereof.

(Description prepared by or under the direction of _____ on DATE.)

TOGETHER WITH the right to make and maintain slopes for cuts or fills upon the property adjacent to that specifically described, in order that the street or streets may be graded to the proposed grade level in a reasonable and proper manner.

IN WITNESS WHEREOF, this instrument has been executed this _____ day of _____, 20____.

(Grantor)

(Grantor)

STATE OF WASHINGTON)
) ss
COUNTY OF THURSTON)

On this day personally appeared before me _____, to me known to be the individual(s) described in and who executed the within and foregoing instrument, and acknowledged that _____ (he/she/they) signed the same as _____ (his/her/their) free and voluntary act and deed, for the uses and purposes herein mentioned.

GIVEN under my hand and official seal this _____ day of _____, 20 _____.

Notary Public in and for the State of
Washington, residing at _____
My commission expires: _____

Accepted by the City of Lacey, Washington. this _____ day of _____, 20____.

BY: _____

Scott Egger
Director of Public Works

STATE OF WASHINGTON)
) ss
COUNTY OF THURSTON)

On this day and year above, personally appeared before me, **Scott Egger**, to me known to be the Public Works Director of the City of Lacey, a Municipal Corporation, who executed the foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said Municipal Corporation for the uses and purposes therein mentioned and on oath states he is authorized to execute the said instrument.

Given under my hand and seal this _____ day of _____, 20____.

Notary Public in and for the State of
Washington, residing at _____

My commission expires: _____

After recording, return document to:

City of Lacey
Department of Public Works
420 College St SE
Lacey, WA 98503

Document Title: **Right of Way Dedication Deed (Corporate)**

Grantor(s) (Last name first, then first name and initials):

1. _____
2. _____
3. _____
4. _____
5. Additional name(s) on page ____ of document.

Grantee: **CITY OF LACEY**

Abbreviated Legal Description (i.e. lot, block, plat or section, township, range):

Actual legal is on page _____ of document.

Assessor's Property Tax Parcel Number: _____

Section, Township, Range: S _____, T _____ N, R _____, W.M.

Fronting Street: _____

Cross Street: _____

RIGHT-OF-WAY DEDICATION DEED

FOR VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, the undersigned GRANTOR(S), _____ (Corporate name) grant(s) and convey(s) to the CITY OF LACEY, a municipal corporation of the State of Washington, for use of the public forever for public street right-of-way purposes, all interest in the following described real property situated in the City of Lacey, Thurston County, Washington, TO WIT:

PARCEL:

RIGHT OF WAY:

Containing ???? sq. ft. or ???? acres

See Exhibit "B" attached hereto and by this reference made apart hereof.

(Description prepared by or under the direction of _____ on DATE.)

TOGETHER WITH the right to make and maintain slopes for cuts or fills upon the property adjacent to that specifically described, in order that the street or streets may be graded to the proposed grade level in a reasonable and proper manner.

IN WITNESS WHEREOF, said corporation has caused this instrument to be executed by its proper officers and its corporate seal (if any) to be hereunto affixed this _____ day of _____, 20____.

(corporate name)

BY _____
(Signature)

ITS _____
(Title)

BY _____
(Signature)

ITS _____
(Title)

STATE OF WASHINGTON)
) ss
COUNTY OF THURSTON)

On the _____ day of _____, 20____, before me, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared _____ to me known to be the _____(title) of _____(corporate name) and acknowledged the said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that he/she/they is/are authorized to execute the said instrument and that the seal affixed (if any) is the corporate seal of said corporation.

WITNESS my hand and official seal the day and year first above-written.

Notary Public in and for the State of Washington, residing at _____

My commission expires: _____

Accepted by the City of Lacey, Washington. this _____ day of _____, 20____.

BY: _____

Scott Egger
Director of Public Works

STATE OF WASHINGTON)
) ss
COUNTY OF THURSTON)

On this day and year above, personally appeared before me, **Scott Egger**, to me known to be the Public Works Director of the City of Lacey, a Municipal Corporation, who executed the foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said Municipal Corporation for the uses and purposes therein mentioned and on oath states he is authorized to execute the said instrument.

Given under my hand and seal this _____ day of _____, 20____.

Notary Public in and for the State of
Washington, residing at _____

My commission expires: _____