

Dedication by Separate Instrument



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Customer shall upload required Documents listed on the City provided Civil Engineering Submittal Checklist.

Department Review Note
Providing a accurate and current title report with the 1st submittal is critical to the timeline of easement recordation.

Public Review Process
Dedication by Separate Instrument does not require a public hearing or approval by City Council. The City Manager has the authority to approve easements dedicated to the City. If an easement is to be granted by the City, or an easement is requested to be terminated, City Council Approval is required.

Easement Recordation Note
Recordation of easement will be dependent on the status of the improvement plans that are associated with the easement. For example, the water line alignment shall be approved by staff prior to recording a public water line easement.

Plat & Permit Impacts
Easements to be dedicated by separate instrument to the City shall be recorded prior to Plat recordation or Civil Permit issuance.

Additional review cycles as needed

Applicant Task City Staff Task