Upload and submit application through Electronic Plan 1 **Review** 2 **Prescreen Review (Administrative Review)** Additional review cycles as needed Instrument 3 **Department Review (Substantive Review) Review comments sent to customer through Electronic** 4 **Plan Review** 5 **Resubmittal to City** eparate 6 **Real Estate Drafts Easement Document Legal Department Reviews Draft Easement** 8 **Finalized Easement Provided to Owner Owner Signs Easement** Property owner signs and notarizes document and provide original to 9 edication the Real Estate Department. A title report within 30-days shall accompany the signed easement delivered to the City. 10 **City Manager Signature City Clerk Submits to County Recorder** 11 **Recordation of Separate Instrument** 12 Maricopa County Recorder records the easement and notifies the City **Notification of Easement Recordation** 13 Real Estate Department notifies and provides Owner recorded document

Dedication by Separate Instrument

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.

Applicant Task

City Staff Task