

GWINNETT COUNTY DEPARTMENT OF WATER RESOURCES
EASEMENT PROCEDURES

Any easements that will not be dedicated to the County by a recorded final plat must be granted to Gwinnett County by easement document. Off-site easements will be granted from off-site parcel owners to developer. Developer shall assign such easements to Gwinnett County Water and Sewerage Authority utilizing a standard Gwinnett County Assignment form.

Off-site easements are to be negotiated by the developer with the owner(s) of the property the sewer will cross. If unable to acquire through reasonable negotiation, the developer may request that the County acquire the easement through condemnation. This requires approval by the Gwinnett County Board of Commissioners. The final decisions whether or not to condemn rests with the Board of Commissioners. All costs associated with condemnation will be at the developer's expense. Ask for additional instructions and requirements if a request for condemnation appears inevitable.

1. **Use Gwinnett County Water Resources easement forms:** Agreements between the property owner and the developer should be separate from the County dedicated easement and not made an attachment thereto. Gwinnett County sanitary sewer standards state "no conditional easements or easements with special stipulations may be granted to the County". Therefore, assignment of other easement forms is not acceptable.

2. Complete information for date, parties, land lot, district, parcel number and plat information.

3. **Sign documents as follows:**

A **Corporation** requires the signature and title of either the president or vice president and a corporate seal **OR** the signature and title of either the president or vice president and an attest signature and title of either the secretary or treasurer.

A **Limited Liability Corporation or LLC** requires the signature and title of a member.

A **Limited Partnership or LP** requires the signature and title of the managing general partner.

A **Trust** requires the signature of the trustee or trustees.

An **Individual** requires a signature by every individual holding title, exactly as he or she took title.

4. Print name and title (if applicable) under the signature(s).
5. Must be signed by both (1) an unofficial witness and (2) a Notary Public. The Notary's seal must be affixed.
6. Sanitary sewer easements require the attachment of an 8 ½" x 11" or 8 ½" x 14" plat showing the easement area **OR** a written legal description of the easement area. The north arrow must be shown. Label as attachment "A". Reference to the plans only will not be accepted.

WATER METERING DEVICES DO NOT REQUIRE ATTACHMENTS.

7. **DO NOT RECORD THE EASEMENT.**

Submit originals to Gwinnett County Department of Support Services to the attention of Justin Jeffcoat, Real Estate Specialist 770-822-8024
e-mail justin.jeffcoat@gwinnettcounty.com. Documents will be recorded by the county, after the easement document(s) are approved.

Sanitary Sewer design plans will not be approved until all easement documents have been received.

For additional information concerning easement requirements refer to the Gwinnett County Sanitary Sewer Standards for Developers, current edition, Article 2.3. or contact Justin Jeffcoat, e-mail Justin.jeffcoat@gwinnettcounty.com phone 770-822-8024.