



REQUIREMENTS NEEDED TO APPROVE AND RECORD EASEMENTS TO GWINNETT COUNTY

* These documents may only be recorded by a representative of the Real Estate Division, in the Department of Support Services.

Gwinnett

PROJECT NAME: _____

DISTRICT/LANDLOT/PARCEL _____ - _____ - _____

DEVELOPER NAME: _____

ADDRESS: _____ (City) _____ (Zip) _____

CONTACT NAME: _____ **PHONE NO:** _____ **EMAIL:** _____

ENGINEERING FIRM: _____

ADDRESS: _____ (City) _____ (Zip) _____

CONTACT NAME: _____ **PHONE NO:** _____ **EMAIL:** _____

FOLLOWING ITEMS MUST BE INCLUDED IN YOUR SUBMITTAL PACKAGE OR IT WILL BE RETURNED:

- _____ **THIS FORM WITH TOP INFORMATION COMPLETELY FILLED OUT.**
- _____ **PLAT NO LARGER THAN 8 ½ X 14, TO INCLUDE:** *METES AND BOUNDS/LINE CHART, *NORTH/SOUTH ARROW, *PARCEL # AND ADJOINING PARCEL #'S, *STREET NAME(S), * TOTAL SQUARE FOOTAGE OF THE EASEMENT AREA *STAMPED, SIGNED AND DATED BY CERTIFIED SURVEYOR.
- _____ **CURRENT WARRANTY DEED(S) FOR ONSITE AND OFFSITE PROPERTIES.**
- _____ **APPROPRIATE REQUIRED EXECUTED EASEMENT DOCUMENT (S) TO INCLUDE COMPLETE DETAILS OF THE DISTRICT, LAND LOT, PARCEL NUMBERS & TERM OF TEMPORARY CONSTRUCTION. IF APPLICABLE ON ALL EASEMENT FORMS.**
- _____ **ARTICLES OF CORPORATION/ORGANIZATION/BY-LAWS: ** ANY AUTHORIZED SIGNATURE OTHER THAN MEMBER/MANAGER, OFFICER, AS NOTED ON SECRETARY OF STATE, MUST INCLUDE DOCUMENTATION SHOWING PERSON(S) AS AUTHORIZED TO SIGN ON BEHALF OF REAL ESTATE INTEREST FOR THE COMPANY. ****

EASEMENT DOCUMENTS AND EXPLANATION

SEWER EASEMENTS:

- SEI-ONSITE – SEWER On-Site Individual.** Easement dedicated to the County for public use on primary development property
- SEC-ONSITE – SEWER On-Site Company.** Easement dedicated to the County for public use on primary development property
- SEI-OFFSITE – SEWER Off-Site Individual.** Easement dedicated to Developer by property owner allowing access to use property to connect to an existing utility pipe. The off-site parcel number is used on this form.
- SEC-OFFSITE – SEWER Off-Site Company.** Easement dedicated to Developer by Commercial owner allowing access to use property to connect to an existing utility pipe. The off-site parcel number is used on this form.
- ASSIGNI – SEWER Assignment Individual.** Assignment of recorded off-site easement from Developer/individual to County upon completion for public use. County personnel will insert the off-site recording information on the form and send to recording.
- ASSIGNC –SEWER Assignment Company.** Assignment of off-site easement from Developer/Company to County upon completion for public use. County personnel will insert the off-site recording information on the form and send to recording

WATER VAULT EASEMENTS:

- WMDEI – Water Metering Device Individual.** Easement dedicating water meter device and access to County from an individual.
- WMDEC – Water Metering Device Company.** Easement dedicating water meter device and access to County from Company

QUITCLAIM RELEASE REQUEST. Documents needed to request the release of a public utility easement.

PLEASE BE SURE TO FOLLOW THE SIGNATURE GUIDELINES AS THERE ARE DIFFERENT REQUIREMENTS FOR DIFFERENT OWNERSHIP ENTITIES. EXAMPLE:

- CORPORATION - REQUIRES TWO (2) OFFICER SIGNATURES OR ONE (1) OFFICER SIGNATURE AND THEIR CORPORATE SEAL.**
- LLC - REQUIRES THE SIGNATURE OF THE MEMBER/MANAGER OF THE COMPANY.**
- PARTNERSHIP, BANK, CHURCH, TRUSTEE ALL HAVE SIGNATURE GUIDELINES TO BE APPROVED BEFORE RECORDING**

SIGNED: _____ DATE: _____

Developer

Contact For Missing Information/Questions:
Gwinnett County Department of Support Services
Real Estate and Records Management Division

Angela Schaeffer
Phone: 770.822.8023

DoSSDeveloperEasements@gwinnettcounty.com

RETURN TO: DoSS/REAL ESTATE AND RECORDS MANAGEMENT DIVISION
PROJECT NAME AND NUMBER: _____

For Gwinnett County Use Only

Approval Date: _____
Initials: _____

UTILITY EASEMENT

GEORGIA, GWINNETT COUNTY

THIS INDENTURE, made this ____ day of _____ 20____, between _____, hereinafter referred to as party of the first part, and **GWINNETT COUNTY WATER AND SEWERAGE AUTHORITY**, a political subdivision of the State of Georgia, hereinafter referred to as the party of the second part.

WITNESSETH: That the said party of the first part, for and in consideration of the sum of One (\$1.00) Dollar and other valuable considerations in hand paid, at and before the sealing and delivery of these presents, the receipt and sufficiency whereof is hereby acknowledged, has granted, bargained, sold and conveyed and by these presents does grant, bargain, sell and convey unto the said party of the second part, its successors and assigns, an easement for the purpose of locating, constructing, maintaining, repairing, replacing and relocating within same, sanitary sewer and/or water lines and their appurtenances within said easement being described as to width in Exhibit "A". Said Exhibit shall be considered the legally controlling description of this conveyance. The party of the second part shall have access to said easement for the purposes previously stated.

The said easement being more particularly defined as a portion of that property in Land Lot ____ of the ____ Land District, being described by the tax parcel # _____ of Gwinnett County, Georgia, for sanitary sewer and/or water lines as shown on the attached plat labeled as Exhibit "A" prepared by _____ and dated _____.

SUBJECT PROPERTY ADDRESS: _____

The party of the first part does hereby covenant with party of the second part that it is the owner of record and is lawfully seized and possessed of the property above described, and has a good and lawful right to convey said property, or any part thereof, and is free from all encumbrances, and will forever warrant and defend title thereto against the lawful claims of all persons whomsoever.

The party of the first part further covenants that no buildings or permanent structures will be constructed upon, over or across the easement described herein.

The party of the first part does hereby further covenant that the grade or amount of dirt upon, over and across the easement will not be altered without the prior permission of the party of the second part.

The party of the first part also covenants that no changes will be made to the surface within or adjoining the permanent easement that would create a condition whereby standing water would accumulate upon, over or across the easement area without the prior permission of the party of the second part.

TO HAVE AND TO HOLD, the said easement unto the party of the second part, its successors and/or assigns forever.

IN WITNESS WHEREOF, the party of the first part has hereunto set his hand and affixed his seal, the day and year first above written.

Signed, sealed, and delivered on this
_____ day of _____, 20____
In the presence of...

Unofficial Witness

By: _____
Print Name:

Notary Public
My Commission Expires:

[NOTARY SEAL]

Signed, sealed, and delivered on this
_____ day of _____, 20____
In the presence of...

Unofficial Witness

By: _____
Print Name:

Notary Public
My Commission Expires:

[NOTARY SEAL]

RETURN TO: DoSS/REAL ESTATE AND RECORDS MANAGEMENT DIVISION
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GEORGIA, GWINNETT COUNTY

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Signed, sealed, and delivered on this
_____ day of _____, 20____
In the presence of...

Unofficial Witness

Notary Public
My Commission Expires:

[NOTARY SEAL]

GRANTOR:

By: _____ [SEAL]
Print Name:
Title:

By: _____ [ATTEST]
Print Name:
Title:

[CORPORATE SEAL]

**RETURN TO: DoSS/REAL ESTATE AND RECORDS MANAGEMENT DIVISION
PROJECT NAME AND NUMBER _____**

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Approval Date: _____
Initials: _____

UTILITY EASEMENT

GEORGIA, GWINNETT COUNTY

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SUBJECT PROPERTY ADDRESS: _____

In addition hereto, party of the first part grants and conveys to party of the second part, a temporary construction easement being described as to dimensions in Exhibit "A" and provided further that all rights in and to said temporary construction easement begin upon commencement of construction activity and shall terminate _____ months later.

The party of the first part does hereby covenant with party of the second part that it is the owner of record and is lawfully seized and possessed of the property above described, and has a good and lawful right to convey said property, or any part thereof, and is free from all encumbrances, and will forever warrant and defend title thereto against the lawful claims of all persons whomsoever.

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Signed, sealed, and delivered on this
_____ day of _____, 20____
In the presence of...

Unofficial Witness

By: _____
Print Name:

Notary Public
My Commission Expires:

[NOTARY SEAL]

Signed, sealed, and delivered on this
_____ day of _____, 20____
In the presence of...

Unofficial Witness

By: _____
Print Name:

Notary Public
My Commission Expires:

[NOTARY SEAL]

**RETURN TO: DoSS/REAL ESTATE AND RECORDS MANAGEMENT DIVISION
PROJECT NAME AND NUMBER _____**

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Approval Date: _____
Initials: _____

UTILITY EASEMENT

GEORGIA, GWINNETT COUNTY

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The party of the first part also covenants that no changes will be made to the surface within or adjoining the permanent easement that would create a condition whereby standing water would accumulate upon, over or across the easement area without the prior permission of the party of the second part.

TO HAVE AND TO HOLD, the said easement unto the party of the second part, its successors and/or assigns forever.

IN WITNESS WHEREOF, the party of the first part has hereunto set his hand and affixed his seal, the day and year first above written.

Signed, sealed, and delivered on this _____ day of _____, 20____
In the presence of...

Unofficial Witness

Notary Public
My Commission Expires:

[NOTARY SEAL]

GRANTOR:

By: _____ (SEAL)
Print Name:
Title:

By: _____ (ATTEST)
Print Name:
Title:

[CORPORATE SEAL]

**RETURN TO: DoSS/REAL ESTATE AND RECORDS MANAGEMENT DIVISION
PROJECT NAME AND NUMBER _____**

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Initials: _____

UTILITY ASSIGNMENT EASEMENT

GEORGIA, GWINNETT COUNTY

THIS INDENTURE made this ____ day of _____ 20 __, between _____, hereinafter referred to as party of the first part, and **GWINNETT COUNTY WATER AND SEWERAGE AUTHORITY**, a political subdivision of the State of Georgia, hereinafter referred to as the party of the second part.

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SUBJECT PROPERTY ADDRESS: _____

This is an assignment of all rights and interests in and to the existing easement previously recorded in Deed Book _____ Page _____, Gwinnett County, Georgia records.

The party of the first part does hereby covenant with party of the second part that it has a good and lawful right to assign said easement.

TO HAVE AND TO HOLD, the said easement unto the party of the second part, its successors and/or assigns forever.

IN WITNESS WHEREOF, the party of the first part has hereunto set its hands and affixed its seals, the ____ day and year first above written.

Signed, sealed, and delivered on this
____ day of _____, 20____
In the presence of...

Unofficial Witness

By: _____
Print Name:

Notary Public
My Commission Expires:

[NOTARY SEAL]

**RETURN TO: DoSS/REAL ESTATE AND RECORDS MANAGEMENT DIVISION
PROJECT NAME AND NUMBER _____**

For Gwinnett County Use Only
Approval Date: _____
Initials: _____

UTILITY ASSIGNMENT EASEMENT

GEORGIA, GWINNETT COUNTY

THIS INDENTURE made this ____ day of _____ 20 __, between _____, hereinafter referred to as party of the first part, and **GWINNETT COUNTY WATER AND SEWERAGE AUTHORITY**, a political subdivision of the State of Georgia, hereinafter referred to as the party of the second part.

WITNESSETH: That the said party of the first part, for and in consideration of the sum of ONE (\$1.00) DOLLAR and other valuable considerations in hand paid, at and before the sealing and delivery of these presents, the receipt and sufficiency whereof is hereby acknowledged, has granted, bargained, sold and conveyed and by these presents does grant, bargain, sell and convey unto the said party of the second part, their successors and/or their assigns an easement for the purpose of locating, constructing, maintaining, repairing and relocating within same, sanitary sewer and/or water lines and their appurtenances within said easement being described as to width in Exhibit "A".

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TO HAVE AND TO HOLD, the said easement unto the party of the second part, its successors and/or assigns forever.

IN WITNESS WHEREOF, the party of the first part has hereunto set its hands and affixed its seals, the ____ day and year first above written.

Signed, sealed, and delivered on this _____ day of _____, 20____
In the presence of...

Unofficial Witness

Notary Public
My Commission Expires:

GRANTOR:

By: _____ [SEAL]
Print Name:
Title:

By: _____ [ATTEST]
Print Name:
Title:

[NOTARY SEAL]

[CORPORATE SEAL]

RETURN TO: DoSS/REAL ESTATE AND RECORDS MANAGEMENT DIVISION

PROJECT NAME AND NUMBER: _____

<i>For Gwinnett County Use Only</i>
Approval Date: _____
Initials: _____

WATER METERING DEVICE AND ACCESS EASEMENT

GEORGIA, GWINNETT COUNTY

THIS INDENTURE, made this ____ day of _____, 20__, by and between _____, party of the first part and **GWINNETT COUNTY WATER AND SEWERAGE AUTHORITY**, a political subdivision of the State of Georgia, hereinafter referred to as the party of the second part.

WITNESSETH: That the said party of the first part, for and in consideration of the sum of **ONE (\$1.00) DOLLAR** and other valuable considerations in hand paid, at and before the sealing and delivery of these presents, the receipt and sufficiency whereof is hereby acknowledged, has granted, bargained, sold and conveyed and by these presents does grant, bargain, sell and convey unto the said party of the second part, their successors and/or their assigns, an easement for the purpose of accessing, inspecting and maintaining water metering devices located within the said easement.

The maintenance of piping, backflow preventers, vaults and all other appurtenances located within the above-described easement, with the exception of the metering devices shall be the sole responsibility of the party of the first part.

The said easement being more particularly defined as a portion of that property in Land Lot ____ of the ____ Land District, being described by the tax parcel # _____ of Gwinnett County, Georgia, for a water metering device and assess as shown on the attached plat labeled as Exhibit "A", which by reference is incorporated herein.

SUBJECT PROPERTY ADDRESS: _____

The party of the first part does hereby covenant with party of the second part that it is the owner of record and is lawfully seized and possessed of the property above described, and it has a good and lawful right to convey said property, or any part thereof, and it is free from all encumbrances, and that it will forever warrant and defend title thereto against the lawful claims of the persons whomsoever.

TO HAVE AND TO HOLD, the said easement unto the party of the second part, its successors and/or assigns forever.

IN WITNESS WHEREOF, the party of the first part has hereunto set its hands and affixed its seals, the day and year first above written.

Signed, sealed, and delivered on this
____ day of _____, 20____.
In the presence of...

BY: _____
Print Name:

Unofficial Witness

Notary Public
My Commission Expires:

[NOTARY SEAL]

RETURN TO: DoSS/REAL ESTATE AND RECORDS MANAGEMENT DIVISION

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GEORGIA, GWINNETT COUNTY

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In the presence of...

Unofficial Witness

Notary Public
My Commission Expires:

[NOTARY SEAL]

GRANTOR:

By: _____ [SEAL]
Print Name:
Title:

By: _____ [ATTEST]
Print Name:
Title:

[CORPORATE SEAL]



REQUEST FOR QUITCLAIM EASEMENT RELEASE PROCEDURE

A. The following information is required when requesting a Quitclaim Deed to release an existing easement.

1. Copy of the recorded existing easement or Plat showing dedication of easement.
2. District, Land Lot and Parcel Number(s).
3. Exhibit "A"/Plat:
 - Showing easement area to be released and labeled as **"area to be released"**.
 - Metes and bounds of easement area to be released
 - Long legal description attached as Exhibit "B".
 - **Plat must be dated, stamped and signed by a registered land surveyor, North/South Arrow shown, All parcels identified with ownership name and parcel #, all right of ways named.**

B. Owner of property (please note: the owner of the property is the only person who may request a Quitclaim for an existing easement to be released).

1. Contact name, phone number and email.
2. Submit a letter explaining the reason for your request.

C. Place this information in letter format and addressed to:

Gwinnett County Department of Support Services – Real Estate and Records Management Division
Justice and Administration Center
75 Langley Drive – Suite 200
Lawrenceville, GA 30046

Additional Information:

1. Your request will be reviewed and considered by the Dept. of Water Resources and if approved processed by the Real Estate Section.
2. Contact Angela Schaeffer – Real Estate Specialist, with any question at 770.822.8023 or Angela.Schaeffer@gwinnettcountry.com