

EASEMENT DEDICATION

The following guidelines are to be used along with the “**REFERENCE COPY**” standard easement form when dedicating easements for public utilities within the City of Farmington Hills, Michigan. By following these guidelines and the “Criteria for Recording Legal Documents”, the easement can be processed more efficiently, as they minimize the chance of rejection by Oakland County Register of Deed’s.

To more clearly understand the form, the following items explain the requirements necessary to complete the standard easement form (refer to the “REFERENCE COPY” standard easement).

***** USE BLACK INK ONLY *****

1. Complete legal name of owner(s), partnerships or corporations. If dual ownership, both names shall be included (i.e. John A. Smith and Joan M. Smith, his wife, or John Jones and Peter Anderson, partnership).
2. Correct address of owners dedicating easement.
3. Type of utility for which easement is being granted (water main, sanitary sewer, storm sewer, storm drainage, sidewalk, etc.)
4. Exact legal description of easement.
5. Date of signatures.
6. Signatures of witnesses with full name printed or typed respectively beneath it. Please note initials of first name **are not acceptable** and that **a minimum of two witness** signatures is required.
7. Signature of owner(s) dedicating easement with full name printed or typed beneath it along with their authorized title (president, partner, wife). Please note that initials of first name **are not acceptable**. If dually owned, both husband and wife, partners must sign. If owner is Corporation, a minimum of two signatures of corporate officers shall be used when dedicating easement.
8. Public notary signature and date of notarization along with declaration of “act of freewill.” Please note that the notary can be from anywhere in the USA, not necessarily from Oakland County.
9. Name of person that drafted legal description of easement, the firm he represents and that complete address of said firm.

For further guidelines for all legal documents, please refer to CRITERIA FOR RECORDING LEGAL DOCUMENTS.