



EASEMENTS AND DEDICATIONS PROCESS OVERVIEW



Easements and dedications are frequently required by the City for new development and redevelopments. Easements can involve the developer's property or adjacent properties if project construction involved those properties. Easements can be related to such features as water supply systems, sanitary sewer systems, storm water management, "dry" utilities, roads, fire access, trails and native growth protection areas. Dedications typically relate to land that will be used for public roads.

This information describes how easements and dedication are to be processed in conjunction with Redmond's development review and approval phases. Attention to easements and dedications at the proper points in the process is a key factor in keeping a project moving smoothly and expeditiously through the review process. **NOTE: this process does not apply to easements and dedications that will be included within the final plat, short plat or bonding site plan recording documents.**

The information provided emphasizes items that need to be pursued by the applicant.

PRE-ENTITLEMENT PHASE

This information is intended to be distributed at pre-entitlement meetings ("Prep" and "Pre-App" meetings). City staff realizes that there is a lot of information for applicants to deal with at the early phases. Nevertheless, we encourage applicants to review this information early in the process and refer to it as a project proceeds.

Requests for guidance can be addressed to the City Engineer (Project Lead).

ENTITLEMENT PHASE

Do I need a separate Easement Drawing? In this phase, City staff will determine if a separate drawing showing easements and dedications is warranted for the Entitlement Phase and/or Civil Drawings reviews of the Construction Approval Phase.

Where existing and/or likely future easements and dedications are numerous or detailed or not clearly delineated when combined on other drawings, a separate drawing will be required.

Title Report: The title report required with applications will be used to determine if there are existing easements and other encumbrances on the property.

Existing easements may need to be retained. Some existing easements may need to be removed or revised as the project review proceeds.

Conditions of Approval: As one product of the Entitlement Phase, specific conditions of approval will be provided by the City.

COORDINATED CIVIL REVIEW (CCR) PROCESS

Draft Easements and Dedications, consists of (5) parts.

1. Index Cover Sheet
2. Conveyance Document
3. Signature Page
4. Legal Descriptions (Exhibit A)
5. Map (exhibit B)

CONT. COORDINATED CIVIL REVIEW (CCR) PROCESS

The City has standard forms which address most situations and are to be used except in unusual situations. Contact the City Engineer (Project Lead).

The Coordinated Civil Review process starts after the Entitlements Process is complete. The Entitlement Process produces the conditions of approval, among other items.

When the Civil Plans are first submitted under the Coordinated Civil Review Process, drafts of all easements and dedications are to be included.

The drafts for all (5) parts of each easement and dedication are to be provided. The name(s) of the signer(s) are to be provided on the form but actual signatures are not needed with the drafts. The drafts are for City review, not for actual recording at this point.

PRIOR TO SUBMITTAL OF CIVIL MYLARS

Approval of Civil Construction Drawings occurs when the City approves the construction plans.

Prior to or along with the submittal of the final construction plans, fully executed easement and dedication documents must be submitted together with a check for recording costs. The City will have the documents recorded.

Also, one of several fees and performance securities required in order for construction plan approval to occur relates to easements and dedications. The Record Drawings and Easements Performance Guarantee (cash deposit) is required at this time.

RECORD DRAWING PHASE

City Review: Record Drawings, reflecting actual, “as-built” conditions, are used for several purposes. One purpose is to determine if the easements as previously prepared are still appropriate for the actual, constructed locations of the various pipes and other features.

The City will determine which, if any, easements need to be adjusted. Adjustments require new easement documents (all 5 parts) and may involve releases of previously recorded easements. The City will provide further information at this point in the development process.

RELEASE OF RECORD DRAWING AND EASEMENT PERFORMANCE BOND

After submittal of acceptable record drawings and revisions to previously submitted easements, if any are required, the project’s cash deposit assuring completion of these items will be released by the City.