



## **EASEMENT INFORMATION AND EXAMPLE DOCUMENTS**

Please refer to the information below when compiling easement documents for submittal to the City. Also included are completed examples of each type of document. **Submit three copies of all documents. All documents requiring signatures and/or seals must have wet signatures.**

### **Utility Easement**

A utility easement gives the City the right to construct, maintain, repair, install, and rebuild utility infrastructure on property not owned by the City. The City provided Utility Easement Deed, references two exhibits that must also be submitted by the grantor of the easement. Please leave the date blank on the first line of the Utility Easement Deed. This date will be filled in later with the date the City Commission accepts the easement.

Exhibit "A" specifically describes the parcel the easement is located on. This is generally accomplished using one of the following three (3) methods: ① providing a parcel identification number (folio number or property ID number) ② providing the legal description, or ③ providing the legal description with an accompanying sketch. Exhibit "A" may, but does not have to, be signed and sealed by a professional surveyor.

Exhibit "B" shows the utility easement area that is being granted. It must be comprised of a sketch and description, signed and sealed by a professional surveyor.

### **Access Easement**

An Access Easement gives the City the right to enter a property not owned by the City for the purpose of constructing, maintaining, repairing, installing, and rebuilding utility infrastructure located within utility easements. The City provided Access Easement form, references two exhibits that must also be submitted by the grantor of the easement. Please leave the date blank on the first line of the Access Easement form. This date will be filled in later with the date the City Commission accepts the easement.

Exhibit "A" describes the access easement area. At a minimum, the access easement area must provide a drivable pathway from a public right-of-way to the utility easement. It must be comprised of a sketch and description, signed and sealed by a professional surveyor.

Exhibit "B" shows the utility easement that the access easement is for. It is the exact same exhibit as used for Exhibit "B" of the utility easement.

### **Bill of Sale**

A Bill of Sale is required if utility improvements are being turned over to the City for maintenance. Both the City provided Bill of Sale form, and a final cost estimate from your engineer must be submitted.

**UTILITY EASEMENT DEED**

THIS INDENTURE, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
between \_\_\_\_\_, Party of  
the first part, and the CITY OF MARGATE, Florida, a municipal  
corporation organized and existing under the laws of the State of  
Florida, Party of the second part.

**WITNESSETH**

WHEREAS, the party of the first part is the owner of the property situated in Broward County, Florida,  
and described more properly as contained in Exhibit "A" attached hereto; and

WHEREAS, the party of the second part desires an easement for water distribution lines and sewer  
collection lines, including hydrants, and / or other appropriate purposes incidental thereto, on, over and  
across said property; and

WHEREAS, the party of the first part is willing to grant such easement.

NOW, THEREFORE, for and in consideration of the mutual covenants each to the other running and  
one dollar (\$1.00) and other good and valuable considerations, the party of the first part hereby grants  
unto the party of the second part, its successors and assigns, full and frequent and authority to construct,  
maintain, repair, install and rebuild utility lines including hydrants, and incidental improvements within the  
perpetual easement which is granted by this document, as specifically set out in Exhibit "B" attached  
hereto.

IN WITNESS WHEREOF, the party of the first part has set its hand and seal on the day first above  
written.

Witness \_\_\_\_\_

Print Name of Witness \_\_\_\_\_

Witness \_\_\_\_\_

BY: \_\_\_\_\_  
(Name: \_\_\_\_\_)

Print Name of Witness \_\_\_\_\_

STATE OF: \_\_\_\_\_  
COUNTY OF: \_\_\_\_\_

The foregoing instrument was acknowledged before me **by means of  physical presence or  online notarization**, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_(year), by \_\_\_\_\_ (name of person acknowledging), and is personally known to me or has produced identification.

NOTARY PUBLIC, STATE OF FLORIDA

My Commission Expires:

# EXHIBIT "A": PROPERTY DESCRIPTION

FOLIO NUMBER 4841 36 00 0040 SITUATED IN THE CITY OF MARGATE, BROWARD COUNTY, FLORIDA.



# EXHIBIT "B": UTILITY EASEMENT DESCRIPTION

## UTILITY EASEMENT

### DESCRIPTION

BEING A 20 FOOT STRIP OF LAND LYING WITHIN A PORTION OF THE EAST ONE-HALF OF THE SOUTHEAST ONE-QUARTER OF THE NORTHWEST ONE-QUARTER OF SECTION 36, TOWNSHIP 48 SOUTH, RANGE 41 EAST, BROWARD COUNTY, FLORIDA TOGETHER WITH A PORTION OF LOTS 9 AND 10, BLOCK 10, MARGATE SIXTH ADDITION, SECTION FIVE ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 56, PAGE 30, OF THE PUBLIC RECORDS OF BROWARD COUNTY FLORIDA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHWEST CORNER OF SAID LOT 9, MARGATE SIXTH ADDITION, SECTION FIVE; THENCE SOUTH 01°01'15" EAST ALONG THE WEST LINE OF LOTS 9 AND 10, SAID BLOCK 10, AND THE EAST LINE OF NORTHWEST 65TH AVENUE, A DISTANCE OF 83.44 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 89°33'14" EAST, A DISTANCE OF 60.45 FEET; THENCE NORTH 45°26'46" EAST, A DISTANCE OF 61.40 FEET; THENCE SOUTH 89°33'14" EAST, A DISTANCE OF 452.41 FEET; THENCE SOUTH 44°33'14" EAST, A DISTANCE OF 27.44 FEET; THENCE SOUTH 89°33'14" EAST, A DISTANCE OF 67.95 FEET; THENCE NORTH 45°26'46" EAST, A DISTANCE OF 69.58 FEET; THENCE NORTH 78°56'10" EAST, A DISTANCE OF 51.13 FEET TO THE WEST RIGHT OF WAY LINE OF A 50 FOOT WIDE CANAL, SAID LINE ALSO BEING 25 FEET WEST OF AND PARALLEL WITH THE EAST LINE OF THE EAST ONE-HALF OF THE SOUTHEAST ONE-QUARTER OF THE NORTHWEST ONE-QUARTER OF SECTION 36, TOWNSHIP 48 SOUTH, RANGE 41 EAST, BROWARD COUNTY, FLORIDA; THENCE SOUTH 01°00'12" EAST ALONG SAID RIGHT OF WAY LINE, A DISTANCE OF 20.31 FEET; THENCE SOUTH 78°56'10" WEST, A DISTANCE OF 41.57 FEET; THENCE SOUTH 45°26'46" WEST, A DISTANCE OF 69.58 FEET; THENCE NORTH 89°33'14" WEST, A DISTANCE OF 84.52 FEET; THENCE NORTH 44°33'14" WEST, A DISTANCE OF 27.44 FEET; THENCE NORTH 89°33'14" WEST, A DISTANCE OF 67.95 FEET; THENCE SOUTH 45°26'46" WEST, A DISTANCE OF 69.58 FEET; THENCE NORTH 89°33'14" WEST, A DISTANCE OF 83.44 FEET TO SAID WEST LINE OF LOT 10 AND SAID EAST RIGHT OF WAY LINE; THENCE NORTH 01°01'15" WEST ALONG SAID WEST LINE OF LOT 10 AND SAID EAST RIGHT OF WAY LINE, 20.01 FEET TO THE POINT OF BEGINNING.

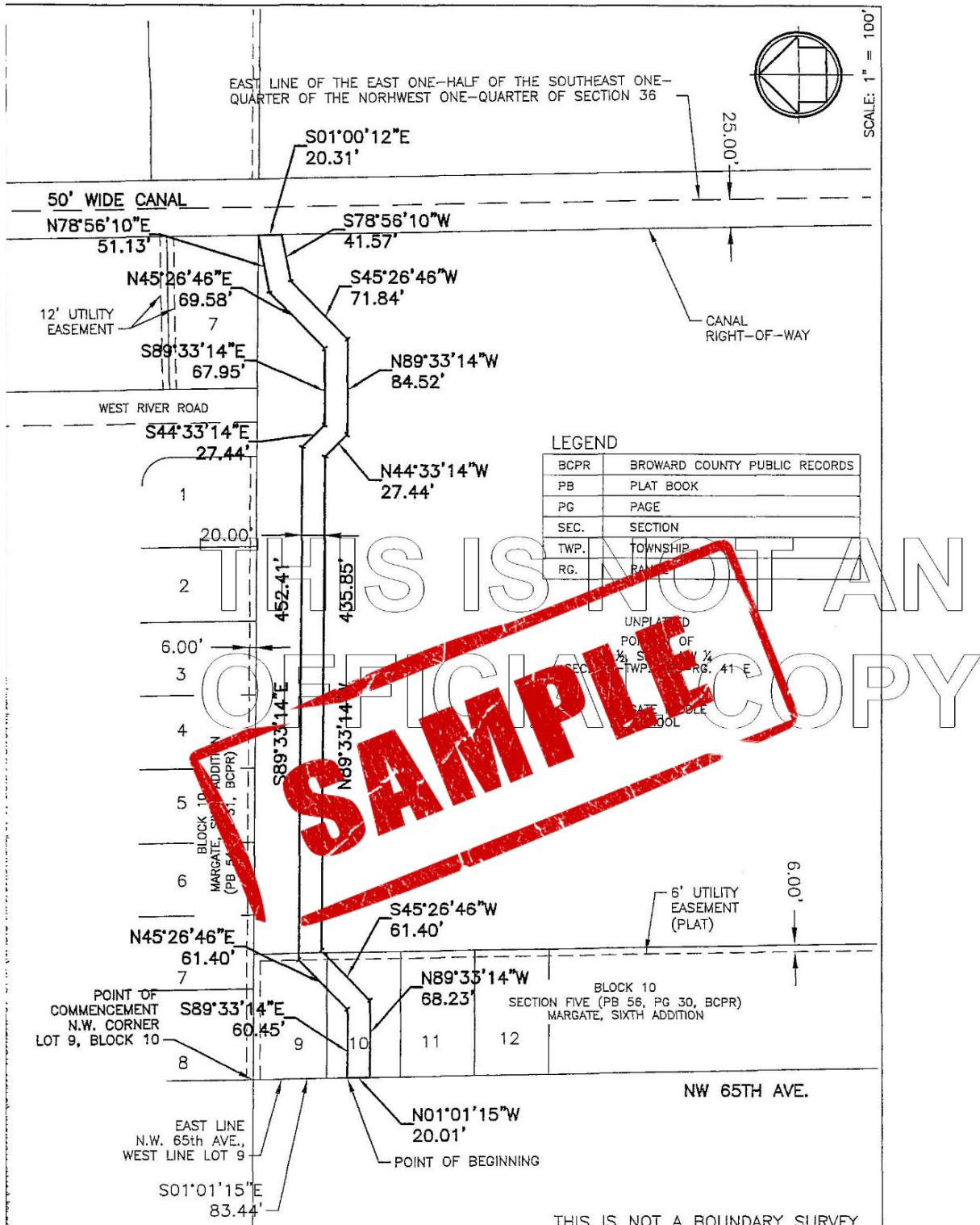
SAID LAND SITUATED IN THE CITY OF MARGATE, BROWARD COUNTY, FLORIDA, CONTAINING 15,812 SQUARE FEET, MORE OR LESS.

### SURVEYOR'S NOTES:

1. REPRODUCTIONS OF THIS DOCUMENT ARE NOT VALID WITHOUT THE SIGNATURE AND ORIGINAL RAISED SEAL OF A LICENSED FLORIDA PROFESSIONAL SURVEYOR AND MAPPER.
2. BEARINGS SHOWN HEREON ARE RELATIVE TO THE WEST LINE OF LOT 10 BLOCK 10, SECTION FIVE, MARGATE SIXTH ADDITION, (ASSUMED TO BEAR N 01°01'15" W), SAID PLAT RECORDED IN PLAT BOOK 56, PAGE 30 OF THE BROWARD COUNTY PUBLIC RECORDS.
3. THERE MAY BE EASEMENTS, RESTRICTIONS AND/OR RIGHTS-OF-WAY NOT SHOWN HEREON.

THIS IS NOT A BOUNDARY SURVEY

PREPARED FOR:					
	REvised Sketch & Description	SEE	05/05/2012	N/A	RDK
CITY OF MARGATE		REvised Sketch & Description	SEE	05/01/2012	N/A
		Sketch & Description		04/12/2012	N/A
REVISION	D/WN	DATE	FB/PG	CKD	
FORCE MAIN / WATER MAIN EASEMENT SKETCH AND DESCRIPTION CITY OF MARGATE, BROWARD COUNTY, FLORIDA					
PROJECT NUMBER: 11-1610					
FILE NAME: XR-1510-FM-EASEMENT.dwg			SHEET 1 OF 2		



THIS IS NOT A BOUNDARY SURVEY

SURVEYORS CERTIFICATE:																									
I HEREBY CERTIFY THAT THIS SKETCH AND DESCRIPTION IS ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF AND MEETS THE MINIMUM TECHNICAL STANDARDS AS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER MTs 5J-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.																									
FOR THE FIRM,																									
 <u>ROBERT D. KEENER</u> PROFESSIONAL SURVEYOR AND MAPPER #4846		<u>11/16/13</u>																							
<table border="1"> <thead> <tr> <th>REVISED SKETCH_&amp;_DESCRIPTION</th> <th>SEE</th> <th>06/05/2012</th> <th>N/A</th> <th>RDK</th> </tr> </thead> <tbody> <tr> <td>REVISED SKETCH_&amp;_DESCRIPTION</td> <td>SEE</td> <td>05/01/2012</td> <td>N/A</td> <td>RDK</td> </tr> <tr> <td>SKETCH_&amp;_DESCRIPTION</td> <td></td> <td>04/12/2012</td> <td>N/A</td> <td>RDK</td> </tr> <tr> <th>REVISION</th> <th>DWN</th> <th>DATE</th> <th>FB/PG</th> <th>CKD</th> </tr> </tbody> </table> FORCE MAIN / WATER MAIN EASEMENT SKETCH AND DESCRIPTION CITY OF MARGATE, BROWARD COUNTY, FLORIDA PROJECT NUMBER: 11-1610 FILE NAME: XR-1610-FM-EASEMENT.dwg      SHEET 2 OF 2						REVISED SKETCH_&_DESCRIPTION	SEE	06/05/2012	N/A	RDK	REVISED SKETCH_&_DESCRIPTION	SEE	05/01/2012	N/A	RDK	SKETCH_&_DESCRIPTION		04/12/2012	N/A	RDK	REVISION	DWN	DATE	FB/PG	CKD
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REVISION	DWN	DATE	FB/PG	CKD																					

## ACCESS EASEMENT

(For Access to Allow for the Maintenance of Water and Sewer)

THIS ACCESS EASEMENT is made and entered into this \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_, hereinafter called the "Grantor", and the City of Margate, a Florida municipal corporation organized and existing under the laws of the State of Florida, hereinafter referred to as "Grantee":

WITNESSETH: That, for and in consideration of the sum of one dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Grantor hereby grants unto the Grantee, its successors and assigns, forever, a perpetual access easement as described in Exhibit "A", attached hereto and made a part hereof, for the purposes of granting access for maintaining water and sewer, as installed in Exhibit "B" attached hereto and made a part hereof. Situate, lying and being in Broward County, Florida,

IN WITNESS WHEREOF, GRANTOR has caused this Access Easement to be executed in its name this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Witness:

GRANTOR

*Print Name*

Witness:

*Witness:*

*Print Name*

*Print Name*

STATE OF: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

This foregoing Access Easement was acknowledged before me **by means of**  **physical presence** or  **online notarization**, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_(year), by \_\_\_\_\_ (name of person acknowledging), and is personally known to me or has produced identification.

\_\_\_\_\_  
Notary Public  
State of Florida at Large

My commission expires:

# EXHIBIT "A": ACCESS EASEMENT DESCRIPTION

## ACCESS EASEMENT

### DESCRIPTION

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### SURVEYOR'S NOTES:

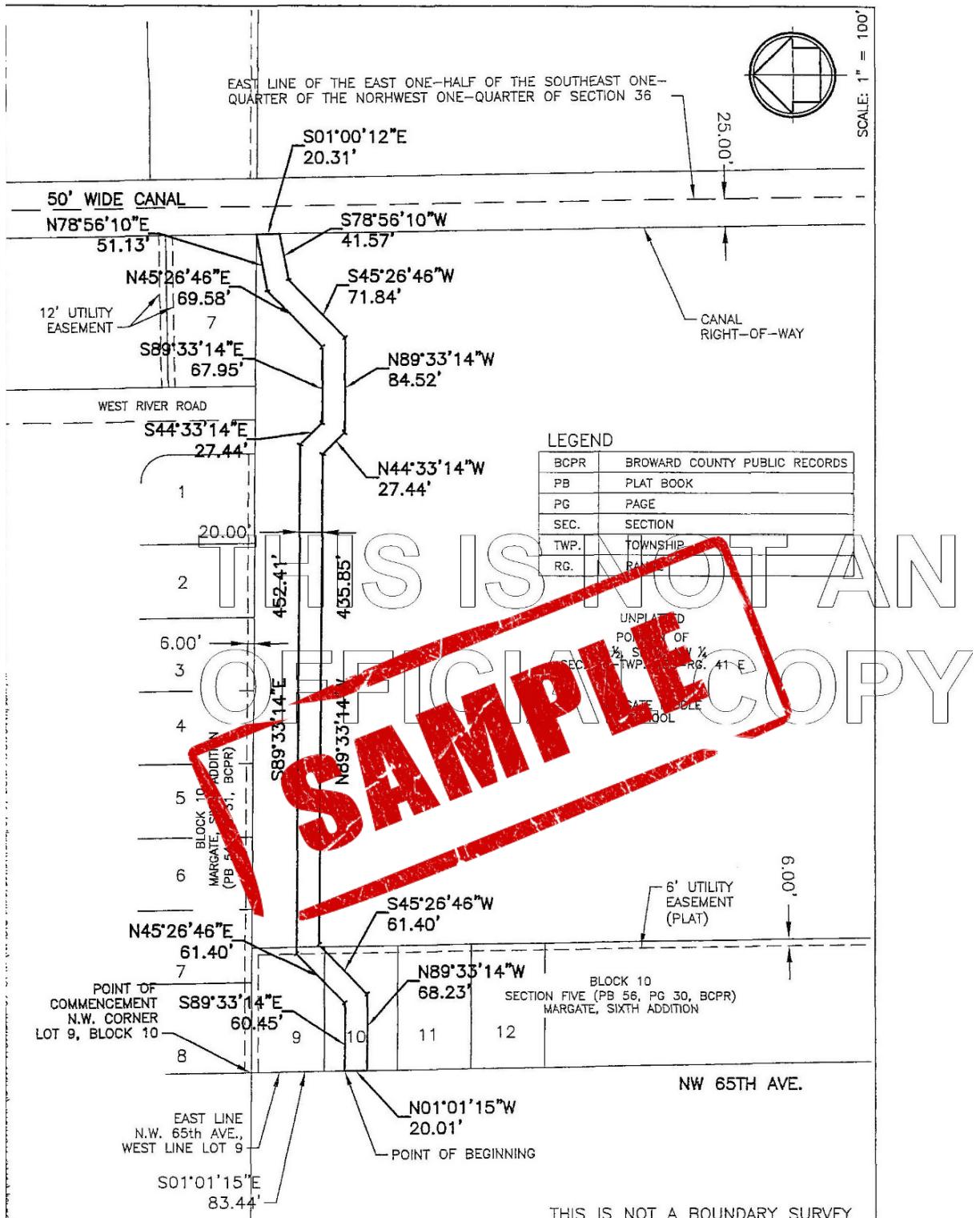
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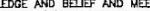
PREPARED FOR:

CITY OF MARGATE

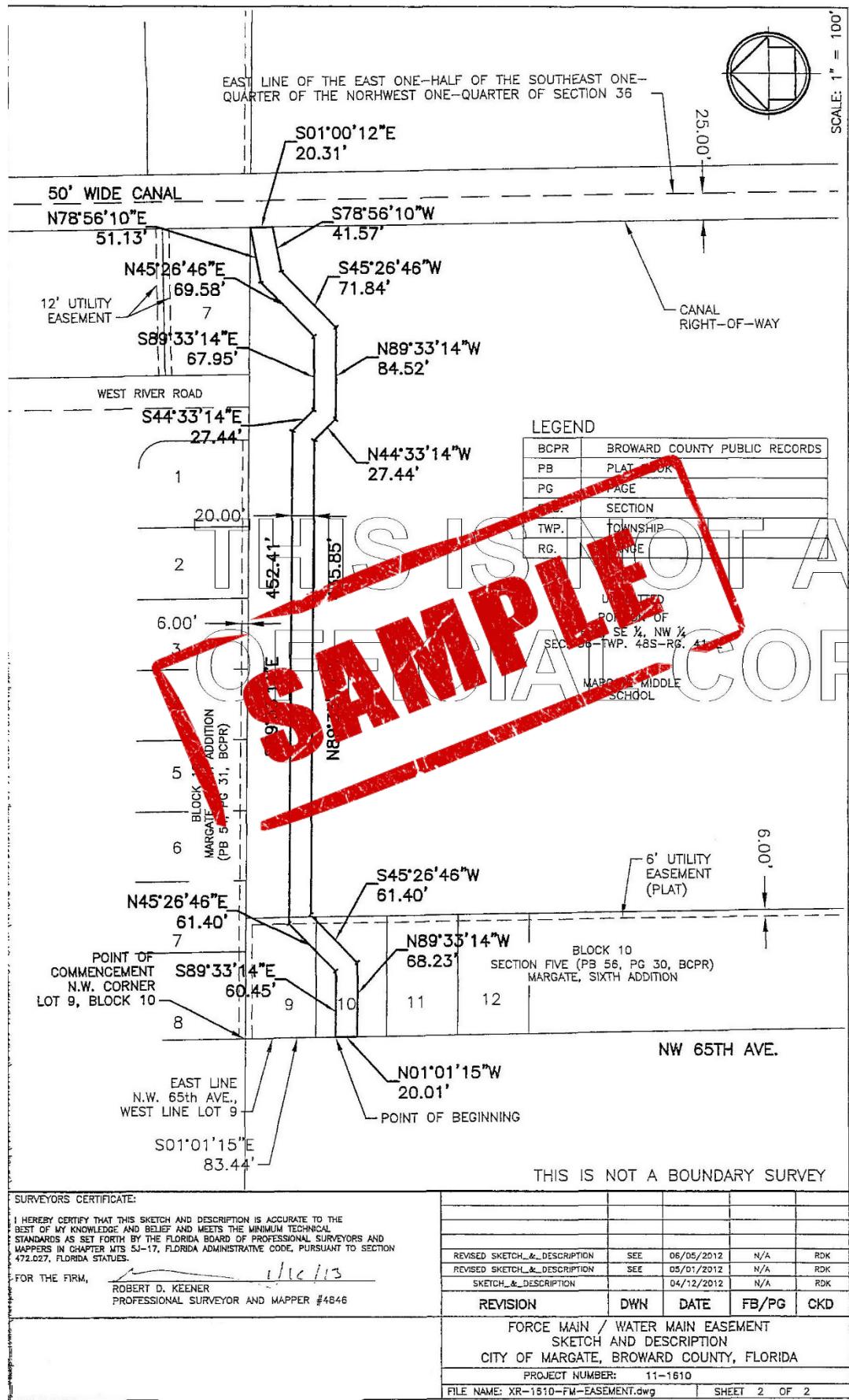
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FORCE MAIN / WATER MAIN EASEMENT SKETCH AND DESCRIPTION CITY OF MARGATE, BROWARD COUNTY, FLORIDA				
REvised SKETCH_&_DESCRIPTION	SEE	06/05/2012	N/A	RDK
REvised SKETCH_&_DESCRIPTION	SEE	05/01/2012	N/A	RDK
SKETCH_&_DESCRIPTION		04/12/2012	N/A	RDK
FILE NAME: XR-1510-FM-EASEMENT.dwg				SHEET 1 OF 2



THIS IS NOT A BOUNDARY SURVEY

SURVEYORS CERTIFICATE:						
<p>I HEREBY CERTIFY THAT THIS SKETCH AND DESCRIPTION IS ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF AND MEETS THE MINIMUM TECHNICAL STANDARDS AS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER MTB 5J-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.</p> <p>FOR THE FIRM,</p> <p> ROBERT D. KEENER PROFESSIONAL SURVEYOR AND MAPPER #4846</p> <p><i>11/16/13</i></p>						
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<p>FORCE MAIN / WATER MAIN EASEMENT SKETCH AND DESCRIPTION CITY OF MARGATE, BROWARD COUNTY, FLORIDA</p> <p>PROJECT NUMBER: 11-1610</p>						
FILE NAME: XR-1610-FM-EASEMENT.dwg				SHEET 2 OF 2		

## EXHIBIT "B": UTILITY EASEMENT DESCRIPTION



## UTILITY EASEMENT

### DESCRIPTION

BEING A 20 FOOT STRIP OF LAND LYING WITHIN A PORTION OF THE EAST ONE-HALF OF THE SOUTHEAST ONE-QUARTER OF THE NORTHWEST ONE-QUARTER OF SECTION 36, TOWNSHIP 48 SOUTH, RANGE 41 EAST, BROWARD COUNTY, FLORIDA TOGETHER WITH A PORTION OF LOTS 9 AND 10, BLOCK 10, MARGATE SIXTH ADDITION, SECTION FIVE ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 56, PAGE 30, OF THE PUBLIC RECORDS OF BROWARD COUNTY FLORIDA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

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THENCE SOUTH 01°00'12" EAST ALONG SAID RIGHT OF WAY LINE, A DISTANCE OF 20.31 FEET;  
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THENCE SOUTH 45°26'46" WEST, A DISTANCE OF 71.11 FEET;  
THENCE NORTH 89°33'14" WEST, A DISTANCE OF 84.52 FEET;  
THENCE NORTH 44°33'14" WEST, A DISTANCE OF 27.44 FEET;  
THENCE NORTH 89°33'14" WEST, A DISTANCE OF 14.51 FEET;  
THENCE SOUTH 45°26'46" WEST, A DISTANCE OF 63.82 FEET;  
THENCE NORTH 89°33'14" WEST, A DISTANCE OF 83.44 FEET TO SAID WEST LINE OF LOT 10 AND SAID EAST RIGHT OF WAY LINE;  
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PREPARED FOR:  CITY OF MARGATE	REvised Sketch_A_Description	SEE	06/05/2012	N/A	RDK
	REvised Sketch_B_Description	SEE	05/01/2012	N/A	RDK
	Sketch_C_Description		04/12/2012	N/A	RDK
	REVISION	DWN	DATE	FB/PG	CKD
FORCE MAIN / WATER MAIN EASEMENT SKETCH AND DESCRIPTION CITY OF MARGATE, BROWARD COUNTY, FLORIDA					
PROJECT NUMBER: 11-1610					
FILE NAME: XR-1610-FM-EASEMENT.dwg   SHEET 1 OF 2					

## BILL OF SALE

KNOW ALL MEN BY THESE PRESENTS that \_\_\_\_\_, located at \_\_\_\_\_ ("Grantor"), for and in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration to it paid by the CITY OF MARGATE, FLORIDA, a municipal corporation ("Grantee"), the receipt of which is hereby acknowledged, has granted, bargained, sold, transferred, set over and delivered, and by these presents does grant, bargain, sell, transfer, set over, and deliver unto Grantee, its successors and assigns, all those certain goods and chattels described as follows:

Water and sanitary sewer systems, owned by Grantor, being the potable water lines and/or sewage collection lines, water mains, hydrants, valves, fire lines and related facilities constructed within the right-of-way and/or property of \_\_\_\_\_, which system is more completely described in Exhibit "A" and as shown on the sketch and legal description provided in Exhibit "B." Nothing herein shall vacate easements previously conveyed on this property.

And the Grantor, for itself and its successors, hereby covenants to and with the Grantee, its successors and assigns, that it is the lawful owner of the said goods and chattels, that they are free from all liens and encumbrances, that it has good right to sell the same as aforesaid, and that it will warrant and defend the same against the lawful claims and demands of all persons whomsoever.

Signed in the presence of:

Witness \_\_\_\_\_

By:  
Grantor

Print Name of Witness \_\_\_\_\_

Address of Grantor \_\_\_\_\_

Address of Witness \_\_\_\_\_

By:  
Grantee: \_\_\_\_\_, Mayor

State of Florida  
County of \_\_\_\_\_

By:  
Grantee: \_\_\_\_\_, City Manager

The foregoing instrument was acknowledged before me **by means of**  **physical presence** or  **online notarization**, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (year), by \_\_\_\_\_ (name of person acknowledging), and is personally known to me or has produced identification.

NOTARY PUBLIC, STATE OF FLORIDA

My Commission Expires:

EXT6015.2019.17 REV 7-12/30/19

Approved as to form  
Janette M. Smith, City Attorney  
12/30/19