



TSG - LAND UNIT  
14501 Sweitzer Lane  
Laurel, Md, 20707

Date

# EASEMENT INTAKE FORM

CONTRACT #

WSSC PM:

Title of Easement to be:

OWNER OF THE PROPERTY IN FEE SIMPLE

Owner

Address

City  State  Zip Code

Liber & Folio

PLAT (if Appl.)

Montgomery Co

PG. Co.

**URGENT**- (Provide Justification)

DISTRICT  200' Sheet #

Do you need to CUT Trees within construction strip (it will tell you on the plan)  Yes  No

LOCATION of EASEMENT

LIST TAX ID #'S

**KIND OF INSTRUMENT REQUIRED**

AGREEMENT

EASEMENT

FEE SIMPLE

LICENSE

LETTER OF PERMISSION NEEDED

SUBORDINATION (Fee Applies)

RELEASE (Fee Applies)

WATER/SEWER / APPURTENANCES

TEMPORARY CONST. STRIP

OTHER (FILL IN BELOW)

**Easement to be Acquired By:**

WSSC  OWNER

Who do we contact for Signature ? (Name & Phone)

SKETCH #'s

Part # & Type	1	2	3	4	5
R/W Length	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
R/W Width	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Area - Sq. Ft.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Area - Acres	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Easement Transmitted By: (SURVEY OR ENG. FIRM)

Company

Name

Address

City  State  Zip Code

email

Phone #

- Checklist:**
- 1 TRANSMITTAL
  - 2 SCHEDULE "A" (Legal Description)
  - 1 SCHEDULE "B" (WSSC Color Sketch)
  - 1 SCHEDULE "B" (B/W Sketch)
  - 1 SCHEDULE "B" (B/W Mylar Sketch)
  - 2 PLAN SHEETS (Colored Per Owner)
- Also Send Backup Documents:**
- Subject Prop. Deeds & Other Deeds Cited
  - Subject Prop. Record Plats & Plats Cited
  - Ex. WSSC Easements Referenced
- Tax Id #'s on Schedule "A"
- Signed to 09.13.06.12 COMAR
- All Items Included for Review?

**PROCESSED**

P.M.

Tech Rev.

Prop AQ.

QC