

EASEMENT INTAKE FORM

CONTRACT #

Date:

Project Name:

WSSC PM:

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

WATER ONLY / WMV

SEWER ONLY

TEMP. CONSTRUCTION

OTHER (FILL IN BELOW)

Easement to be Acquired By:

WSSC DEVELOPER / CONSULTANT

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

FILL This in. It's required !!!

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: (SURVEYING OR ENGR. CONSULTING FIRM)

Company

Name

Address

City State Zip Code

email

Phone #

Checklist:

1 TRANSMITTAL / INTAKE FORM

2 SCHEDULE "A" (Legal Description)

1 SCHEDULE "B" * (WSSC Color Sketch)

1 SCHEDULE "B" * (B/W Sketch)

1 SCHEDULE "B" * (B/W Mylar or 2nd B/W Paper Sketch if 'A' Size)

2 PLAN SHEETS (Colored Per Owner)

Subject Prop. Deeds & other deeds cited, Including Ex. WSSC Easements referenced Subject Prop. Record Plats & Plats cited

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