

# 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)

SKETCH #'s

Part #	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.	<input type="text"/>
Tech Rev.	<input type="text"/>
Prop AQ.	<input type="text"/>
QC	<input type="text"/>