



Easement Request Checklist

Easement requests, depending on size, can take up to 6-8 weeks for turnaround time

Requesting Department: _____

Department Point(s) of Contact: _____

Email/Phone: _____

Third Party Contact: _____

1. **What is the Easement Purpose?** Please provide a detailed summary: (eg – “This is a new waterline for the Blanton Grounds improvement project. “X” easement will need to be released. The schedule for ground breaking is “Y”. The easement needs to be in place by “Z”).

Please note timeframes below

2. **Is the Easement required to complete a UT project?** Yes No

• Project Manager: _____

• Project Supervisor: _____

3. **Type of Easement to be Granted:** *(ex: Public Utility / Electric / Access / Other)*

4. **Does UT own the property where the Easement is needed?** Yes No

- **Identify the Property Location with both of the following:**

- Survey
- Aerial

5. **Is UEM Aware of the easement request?** Yes No

6. **Have you been working with UEM on this request?** Yes No

7. **What Agency Requires the Easement?** *(ex: City of Austin / Pedernales Electric / AEP / Other)*

• Agency Contact Name / _____

• Phone # / Email: _____



Easement Request Checklist

8. **Will the Easement Serve UT only?** Yes No
If "No", please provide a detailed explanation
9. **Will any other new easements be required for the project?** Yes No
If "Yes", please provide a detailed explanation
10. **Will any license agreements or release-of-easements be required for the project?** Yes No
If "Yes", please provide a detailed explanation

IMPORTANT:

Once CREO has received the following, we will place this in queue for review:

- 1) A completed copy of this checklist
- 2) A signed and sealed survey of the Easement area. The survey must include:
 - Metes & Bounds description
 - Survey sketch
- 3) An aerial exhibit showing the location of the easement on UT's property.
- 4) Any easement document or template you have received from the requesting agency

PLEASE NOTE THE FOLLOWING:

- UT does not sign template form easements or blanket easements
- All Easement forms must also be reviewed and approved by UT System (we do not control their review, comments, and turnaround times)
- Negotiating an Easement form can take 6 -12 weeks
- Negotiating a **City of Austin** Easement can take up to 9 months

Upon receipt of this completed checklist, the survey, and 3rd party easement form (if any), our office will initiate the review process with UT System