



License Agreement Checklist

License Agreement requests can take up to 6 months for turnaround time

Requesting Department: _____

Department Point(s) of Contact: _____

Email/Phone: _____

Third Party Contact: _____ Phone: _____ Email _____

1. What is the License Agreement Purpose? Please provide a detailed summary:

Please note timeframes below

Easement(s) needing to be released:

Schedule for Groundbreaking:

Easement needs to be in place by:

2. Is the License Agreement required to complete a UT project? Yes No

- Project Manager: _____
- Project Supervisor: _____

3. Type of License Agreement to be Granted: _____

4. Does UT own the property where the License Agreement is needed? Yes No

- Identify the Property Location with both of the following:
 - Survey
 - Aerial



The University of Texas at Austin
Campus Real Estate Office

5. **What Agency Requires the License Agreement?** _____

- Agency Contact Name / _____
- Phone # / Email: _____

6. **Will the License Agreement Serve UT only?** Yes No

If "No", please provide a detailed explanation

7. **Will any other new easements or agreements be required for the project?** Yes No

If "Yes", please provide a detailed explanation

8. **Will any 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 license agreement area. The survey must include:
 - Metes & Bounds description
 - Survey sketch
- 3) An aerial exhibit showing the location of the area 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