



## License Agreement Checklist

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

**Requesting Department:** \_\_\_\_\_

**Department Point 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:**

\_\_\_\_\_  
\_\_\_\_\_

Schedule for Groundbreaking:

\_\_\_\_\_

Date by which License needs to be in place:

\_\_\_\_\_

**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*

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

*If "Yes", please provide a detailed explanation*

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8. **Will any release-of-easements be required for the project?** Yes No

*If "Yes", please provide a detailed explanation*

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**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 3<sup>rd</sup> party easement form (if any), our office will initiate the review process with UT System**