

# LAS VEGAS VALLEY WATER DISTRICT EASEMENT CHECKLIST

LVVWD Project Name: \_\_\_\_\_ LVVWD Project No.: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**There are two (2) types of LVVWD permanent easement forms:**

## **New Easement Requirements effective on September 27, 2023**

1. **Non-Exclusive Easement** form is used for pipelines that are located within a street not yet dedicated, irrigation meters, domestic meters, and backflows under 2-inch, fire hydrants, AV/AR's, cathodic protection stations.
2. **Exclusive Easement** form is used for large meters and backflows (3-inch and above), pipelines that will not be within a future dedicated street, pressure reducing valves (PRV's), and deep anode well bed.

***NOTE:*** *If an easement is to be granted to LVVWD from a public entity, such as Clark County, Clark County School District, City of Las Vegas etc., please contact Land Acquisition and Real Property Management at 702-822-3342 to discuss document requirements.*

## **EASEMENT REQUIREMENTS**

- 1. The permanent easement **MUST** be on a current and correct LVVWD easement form with legal description and exhibit, on 8-1/2 x 11-inch paper and a minimum 10-pt font.
- 2. The current Clark County Assessor Parcel Number (APN) to appear in the upper left corner of each page.
- 3. **NOTHING** may be located within the 1-inch page margin, or within the 3-inch x 3-inch area of the upper right corner of the first page. This is for the Recorder's use only.
- 4. The name and title of the authorized officer signing the document must be typed or printed beneath the signature.
- 5. The **FINAL** submittal **MUST** contain:
  1. The original easement document with legal description and exhibit map.
  2. The original signature(s) of grantor; notary seal, surveyor seal, and signatures. All seals and stamps must be legible and not placed over any text. **NOTE:** The signed date on the legal description **MUST** be before or on the same date the easement was executed by the Grantor. If the date of the PLS is after the Grantor signature, the easement document will be rejected.
  3. The easement signature must be after the surveyor's signature date.
  4. Current property deed.
  5. If the current owner is a corporation, LLC, trust, or partnership, signatory authorization **MUST** be provided.

## **LEGAL DESCRIPTION AND EXHIBIT REQUIREMENTS**

- 6. Legal descriptions and Exhibit Maps to accompany legal descriptions **BOTH** must be stamped and signed by a Professional Land Surveyor (PLS) and must contain his or her mailing address within the document. The date of the signature of the PLS must be prior to or the same date as the date of the signature of the Grantor.
- 7. If easement legal description references a previously recorded document as part of the easement description, all information to locate the referenced document (recording information) must be included as part of the easement legal description. A legible copy of the referenced document must be provided with the easement package. **NOTE:** all separate instrument easements to be granted within a new development where a Plat or Parcel Map is under review with a municipality will be recorded AFTER the Plat or Parcel Map is first recorded.
- 8. If separate instrument easements lie within a new development where a Plat, Parcel Map or Vacation is under review with a municipality, please provide a copy of the **NOT YET RECORDED** Plat/Parcel Map/Application for Vacation of Right-of-Way with your easement documents so that geometry can be verified.
- 9. **All writing on document MUST be in BLACK INK ONLY.** The only exception is the signatures, which may be in blue ink.

**If all the above conditions are not met, the easement will be rejected.**

**FOR QUESTIONS, PLEASE CONTACT WENDY RUIZ AT 702-822-3342**