

Instructions for Completing an Easement/Right of Way Dedication Form:

1. The Easement/Right of Way Dedication Instruments are Adobe fillable PDF forms.
2. Select "Highlight Fields" to fill out the dedication instrument.
3. In the case of a permanent easement dedication, specify exactly the type of easement which is being dedicated; for example,
 - a. Sanitary Sewer,
 - b. Water Line,
 - c. Drainage or
 - d. Pedestrian.
4. Fill in the blank template with the appropriate county in which the property is located;
 - a. Tarrant or
 - b. Denton.
5. Fill out the Grantor information as it appears on the deed to the property. If the property is owned by husband and wife, fill in both names as Grantor and both individuals must sign the dedication instrument. If the property is owned by multiple individuals, all must be listed as Grantor and all must sign the dedication instrument.
6. Attach two (2) exhibits to the dedication instrument.
 - a. Exhibit "A" will be the Metes & Bounds description of the dedication from the surveyor.
 - b. Exhibit "B" will be a drawing of the property depicting the proposed dedication location.

Note: Both exhibits will need to be signed and sealed by a **Registered Professional Land Surveyor**.

7. Complete all blanks relating to the length and square footage of the dedication.
8. Make sure all blanks are filled in. All grantors must sign and have the dedication instrument notarized.
9. Return the completed dedication instrument, along with the two exhibits, to the attention of the appropriate Public Works staff member or to the City Engineer:

City of Southlake
Public Works Department
Attn: City Engineer
1400 Main Street, Suite 320
Southlake, TX 76092
(817) 748-8098
10. The Mayor will accept and sign the dedication instrument, once the document is reviewed for correctness by the Public Works City Engineer/staff.