

## **EASEMENT ACQUISITION GUIDELINES**

1. Rear Lot Lines:
  - a. 5' each side in URDs (10' if rear lot line is adjacent to a detention cell or a feeder is to be installed). URDs are usually rear lot line construction.
  - b. 10' each side in UCDs where necessary. UCDs are usually front lot line construction.
  
2. Side Lot Lines:
  - a. 5' each side where necessary in URDs.
  - b. 10' each side where necessary in UCDs.
  
3. Arterial Streets:
  - a. 15' along arterials. Additional easement may be needed if the City requires the developer to install a fence or tree line as a buffer along the arterial.
  
4. Side Streets:
  - a. 10' along side streets where necessary in URDs.
  - b. 15' along side streets in UCDs.
  
5. Outlots:
  - a. Obtain blanket easement on common access outlots, i.e. private streets, parking lots, etc.
  - b. Obtain a blanket easement on permanent, unbuildable outlots, i.e. green space, detention ponds, etc.
  - c. If the outlot will be replatted into buildable lots in the future, obtain an easement around the perimeter of the outlot. Refer to Items 1-4 above to determine the width of the easement.
  - d. Refer to Item 6 below for outlots containing buildable lots within the outlot.
  
6. Lots With Multiple Building Envelopes:
  - a. Obtain a blanket easement, excluding building envelopes. This applies to commercial shopping centers, apartment complexes, etc. It is very common to encounter trench route conflicts in these types of developments. The blanket easement will facilitate necessary changes to the trench route and enable construction to be completed in a timely manner. Note that the locations of building envelopes can change without notice. Coordinate the proposed location of LES facilities with the developer.
  
7. Acreages:
  - a. Acquire 15' to 25' along the front property line, depending on the location of the ditch. To prevent erosion the trench line should not be placed at the bottom of the ditch.
  
8. Switchgears and Capacitor Banks:
  - a. Obtain a 15' x 30' easement (12' x 26' minimum) for one switchgear or 15' x 45' for two switchgears (12' x 42' minimum). The 15' width is needed to accommodate the switchgear, its associated ground grid, and to allow space for a lineman to operate the 600A switches. The 30' length is needed to accommodate the switchgear and to provide 10' working clearance in front of the 200A and 600A compartments of the switchgear. Locate the switchgear beyond the 25' setback at roadway intersections.
  - b. Obtain a 10' x 20' easement for a padmounted capacitor bank. The 20' length is needed to accommodate the capacitor bank, to provide 10' switching clearance for the front compartment, and to provide 4' access space for the rear compartment. Locate the capacitor bank beyond the 25' setback at roadway intersections.
  - c. Obtain any additional easement needed for routing the underground cable around the equipment.

9. Special Conditions:

- a. Obtain a 10' wide easement when crossing open ground (not along a property line or R.O.W.).
- b. LES facilities may be installed parallel to a water or sewer line, but may not be placed on the water or sewer easement. Obtain a separate utility easement parallel to the water or sewer easement. Also obtain a utility easement over the same area as the water or sewer easement to enable the LES facilities to cross the water or sewer line. Refer to Items 1-4 above to determine the width of the utility easement parallel to the water or sewer easement.
- c. Adjust easements as necessary to avoid trees, poor grade, etc.

Related Notes:

- a. It may be necessary to obtain additional easements when the URD service agreement is sent to the developer.
- b. Service agreements for URDs are to be sent to the developer within 30 days of receiving the signed final plat.