

# Declaration of Private Easement Submittal Form

Used for establishing private easements for drainage, utilities, ingress/egress, etc. These are typically associated with site plans. Private easements associated with a subdivision or resubdivision plat may be submitted as an associated legal document to the final plat, in which case this form is not required.

Date: \_\_\_\_\_

Preparer Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Design Professional Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Developer Name (Company): \_\_\_\_\_ Point-of-Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Current Property Owner Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Plan Title: \_\_\_\_\_

**The following items are required to be submitted for review. Please note that the submittal will be checked for completeness prior to acceptance for review. Incomplete submittals will not be accepted.**

- Review fee payment must be made prior to acceptance of the plan for review. Please reference the [DSC Submittal Fee Chart](#).
- Declaration of Easement with attached exhibit (8½" x 11" or 8½' x 14) OR Declaration of Easement and separate plat (no larger than 18' x 24')—Electronic document submittal thru ACCELA, Exhibits must be signed and sealed by a P.E. or L.S. *Signed originals and recording fees will be requested when ready for recordation.*
- Supporting project narrative, calculations, and reports containing a signed and dated professional seal on the cover. Each item below must be an electronic document submittal thru ACCELA.
  - Project Narrative
  - If the property is owned by a religious organization other than the Catholic or Episcopal Church, a certified copy of the court order appointing the trustees who are authorized to execute legal documents (ref. VA Code Section 57-8)

Which city staff has been informed of this plan through meetings, phone conversations or emails?  
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What issues were discussed?  
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