

City of Virginia Beach  
Development Services Center  
**DSC INFORMATION NOTICE #30**  
**APRIL 15, 1994**

**TOPIC:** *Public Drainage, Impoundment, Maintenance and Utility Easements Dedicated or Granted to the City on Final Subdivision Plats*

**BACKGROUND:** *The Development Services Center currently requires all **private** drainage easements dedicated or granted on subdivision plats to be accompanied by a declaration of easement or master deed of easement (refer to DSC Information Notice #17, dated February 4, 1993). This policy is being extended to encompass all **on-site public** drainage, impoundment, maintenance and utility easements dedicated or granted to the City on subdivision plats.*

**ITEM #1:** *The attached Sample Deed of Public Easement (dated 4/15/94) is provided as a generic guide for use in preparing the necessary legal document for specific cases. The sample deed was created to cover all of the four types of public easements listed in the topic of this notice, all four of which frequently occur on a single subdivision plat. Therefore, if this guideline is used, only one deed of **public** easement would be required to accompany a subdivision plat containing one or a combination of all of the four types of **on-site public** easements listed.*

**ITEM #2:** *Also attached are the standard notes for public drainage, impoundment, maintenance and utility easements that must be placed on the subdivision plat.*

**ITEM #3:** *When the deed of public easement is required with a subdivision plat, it must be submitted with the subdivision plat to the Development Services Center. The subdivision plat will not be recorded until the deed of public easement is reviewed and approved for recordation. Using the sample deed of public easement form will result in more timely review and recordation.*

**ITEM #4:** *It is suggested that consultants have all deeds and agreements required by the City signed at the same time the plat is being signed by the owner and trustees.*

**ITEM #5:** *The attached Sample Deed of Public Easement is not for use with easements required for a site plan or off-site public easements required with a subdivision or other development plan. Information on processing easements required with site plans or off-site easements can be obtained from Public Works/Real Estate at 427-4131.*

**ITEM #6:** *The Sample Deed of Public Easement is available to WordPerfect 5.1 users on floppy disk. One (1) working day's notice and a replacement floppy disk are required. The following new replacement floppy disks are acceptable:*

*5 1/4" DSHD, 5 1/4" DSDD, 3 1/2" DSHD, and 3 1/2" DSDD*

**EFFECTIVE DATE:** *April 25, 1994*

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