



WASTEWATER BACKFLOW RELEASE PROCEDURES

PROCEDURE FOR OBTAINING A WASTEWATER RELEASE FOR PRIVATE DEVELOPMENT PROJECTS:

PLEASE NOTE THAT THE WASTEWATER BACKFLOW RELEASE DOCUMENT MUST FOLLOW THE CITY'S PROCEDURES. THE DOCUMENT IS NOT CONSIDERED VALID IF RECORDED WITHOUT THE SIGNATURE OF THE CITY ATTORNEY.

REQUIRED SUBMITTALS:

1. Field notes (metes and bounds description and parcel sketch) of property in accordance to the current Survey Plat Review Group Legal Description Preparation Guideline and Checklist. Include completed checklist in submittal.
2. A copy of the recorded plat of the property or the preliminary plat if property is in the process of being platted. If the property is not platted any additional property information such as previous deed dedications would be helpful.
3. Copy of current owners warranty deed. Contact information of the current ownership of the property where the agreement is located.
4. Contact information, including phone number and email address of the owner/ developer, surveyor and the consulting engineer.
5. Letter from owner requesting a wastewater backflow release agreement and acknowledging that it will be recorded with deed of property.

CITY PROCEDURES

- Submit the above items with an application as a new project to W/WW Engineering Section - OCMC Room 200. No review fee is assessed.
- The field notes will be routed to the Survey section for review. They will contact the surveyor/engineer if they need revision. The City surveyor will approve the field notes. The document cannot be sent to Real Estate without the approval/signature of the city surveyor.
- The approved field notes will be sent to the City Real Estate division of SD&C Dept. along with property deed and contact information.
- Real Estate will send the City forms to the property owners or authorized agents for signatures.
- Signed documents are reviewed / approved by City Attorney. Once approved by the City Attorney they are routed and then recorded at the County Records.
Wastewater Backflow Releases recorded at the county without the City Attorney's signatures are NOT considered valid and cannot be accepted.
- **Permits will not be released until the Backflow Release is recorded.**



CITY OF DALLAS

December 15, 2017

David Lam, P.E.
Senior Program Manager
SD&C Engineering Division – Water/Wastewater Section
320 E. Jefferson Blvd., Room 200
Dallas, Texas 75203

Re: Name of Project

Dear: Mr. Lam:

We are fully aware that we do not meet the required finished floor elevation criteria necessary for a wastewater service connection due to the grade of the improvements on the referenced property and face the possibility of a backflow from the wastewater main. We agree to install and maintain at our expense backflow check valves or any other devices necessary to prevent the probability of a backflow from the wastewater main to the referenced property.

We, our successors, heirs, administrators, tenants, and assigns agree to forever release and hold harmless the City of Dallas, its successors and assigns, from any responsibility and liability for damages that may be sustained by the referenced property and/or improvements as a result of the backflow of the wastewater main.

Sincerely,

Owners Name
Title
Company

c: File



**Sustainable Development & Construction
Engineering; Survey Plat Review Group
“SPRG”**

CITY OF DALLAS

RE: City Plan File No. S _____ - _____ Addition Name: _____
(If Applicable)

Owner Name _____ Owner Email _____
(Required) (Required)

LEGAL DESCRIPTION PREPARATION GUIDELINE AND CHECKLIST

The following guideline and checklist are provided to assist in the preparation of real property descriptions for fee title conveyances, rights-of-way, easements, lease agreements, license agreements, etc., either for or on behalf of the City of Dallas. Legal Descriptions will be reviewed by the Sustainable Development & Construction, Engineering Division, Survey Plat Review Group (SPRG) staff to insure substantial compliance with both the form and content outlined in these guidelines. Legal Descriptions and Parcel Sketches must comply with both the rules of the Texas Board of Professional Land Surveying and the Professional Land Surveying Practices Act.

Legal Descriptions, for the purposes previously described, are defined as a written metes and bounds description of the boundary of the subject tract. A Parcel Sketch or map is a graphic depiction of the area described by the metes and bounds description. Both documents are prepared from data collected during an on the ground survey. All Legal Descriptions must include a reference to recorded monumentation (Corners of parent tract, platted subdivision, adjoining tract, etc.). The following checklist is provided for your assistance in preparing Legal Descriptions and Parcel Sketches for submittal to the Survey Plat Review Group (SPRG).

SPRG NO.: _____

**ALL DOCUMENTATION REFERENCED IN THE
LEGAL DESCRIPTION & PARCEL SKETCH MUST BE SUBMITTED**

GENERAL REQUIREMENTS

APPLI- CITY
CANT STAFF

1. _____ ADD “SPRG REVIEW BOX” TO EACH SHEET/PAGE OF LEGAL DESCRIPTION & PARCEL SKETCH.

SPRG REVIEW BOX

(For SPRG use only)	
Reviewed by:	_____
Date:	_____
SPRG No.	_____

2. _____ SUBMIT **3 ORIGINALS** OF THE LEGAL DESCRIPTION AND PARCEL SKETCH ON 8-1/2” X 11” PLAIN WHITE BOND, SIGNED (IN BLUE INK), SEALED, AND DATED BY THE REGISTERED PROFESSIONAL LAND SURVEYOR.

HEADER REQUIREMENTS

3. _____ _____ **HEADER (USE THE ORDER THAT FOLLOWS) – SEE APPENDIX (SHEET 5) FOR EXAMPLES**
- a.) TYPE OF CONVEYANCE (I.E. WATER EASEMENT, WASTEWATER EASEMENT, STREET ABANDONMENT, DRAINAGE EASEMENT, ETC.).
 - b.) SUBDIVISION NAME, OR PARENT ACREAGE, OR (IF IN STREET) STREET NAME.
 - c.) LOT No. (IF APPLICABLE), CITY OF DALLAS BLOCK No. OR (IF IN STREET) ADJACENT BLOCK No.s.
 - d.) ORIGINAL LAND SURVEY GRANTEE NAME, ABSTRACT No.
 - e.) “CITY OF DALLAS, (FILL IN COUNTY NAME) COUNTY, TEXAS”
4. _____ _____ HEADER MUST BE SHOWN AND MATCH ON ALL SHEETS OF LEGAL DESCRIPTION & PARCEL SKETCH.
5. _____ _____ DO NOT PLACE OR ASSIGN EXHIBIT LABELS (I.E. “EXHIBIT A”, “EXHIBIT “B”, ETC.).

LEGAL DESCRIPTION; PREAMBLE REQUIREMENTS

6. _____ _____ DESCRIBE AREA, UNDER AN ACRE= (1234 SQ. FT., 0.0283 ACRES)
AN ACRE AND ABOVE = (1.234 ACRES)
7. _____ _____ ORIGINAL LAND SURVEY GRANTEE NAME, ABSTRACT No.
8. _____ _____ CITY OF DALLAS BLOCK No.(S).
9. _____ _____ PARENT TRACT ACREAGE OR LOT, BLOCK, SUBDIVISION NAME, AND RECORDING INFORMATION AS IT APPEARS IN INSTRUMENT OF CONVEYANCE.
10. _____ _____ CURRENT OWNER’S NAME(S).
11. _____ _____ TYPE OF CONVEYANCE (I.E. WARRANTY DEED, SPECIAL WARRANTY DEED, etc.)
(DEED OF TRUST IS NOT ACCEPTABLE.)
12. _____ _____ CURRENT OWNER’S DEED RECORDING INFORMATION (VOLUME AND PAGE, OR INSTRUMENT No. WITH COUNTY AND STATE.)

LEGAL DESCRIPTION; SPECIFIC METES AND BOUNDS REQUIREMENTS

13. _____ _____ POINT OF COMMENCING (IF APPLICABLE).
14. _____ _____ POINT OF BEGINNING. (COMMENCE OR BEGIN AT A STREET INTERSECTION, RECORDED ADDITION CORNER, OR LOT CORNER OF A RECORDED ADDITION.)
15. _____ _____ BEARINGS AND DISTANCES.
16. _____ _____ CURVE DATA (IF APPLICABLE), TO INCLUDE:
- a. WHETHER CURVE IS TANGENT OR NON-TANGENT
 - b. DIRECTION TO THE RIGHT OR LEFT
 - c. ARC LENGTH
 - d. RADIUS
 - e. DELTA ANGLE
 - f. CHORD BEARING FROM THE BEGINNING OF THE CURVE
 - g. CHORD LENGTH

17. _____ LIST CALLS TO ADJOINING PROPERTIES WITH RECORDING INFORMATION.
(THIS INCLUDES CURRENT RIGHT(S)-OF-WAY.)
18. _____ MUST TIE INTO A MINIMUM OF 2 CORNERS OF RECORD RELATED TO BOUNDARY
General Rules of Procedures and Practices § 663.17. MONUMENTATION (b) & (c)
19. _____ MONUMENTATION; FOUND OR SET WITH SIZE AND IDENTIFYING
FEATURES (I.E. YELLOW PLASTIC CAP STAMPED "JONES SURVEY").
20. _____ STATE A BASIS OF BEARING;
SAMPLE STATEMENT; BASIS OF BEARING IS THE NORTH LINE OF
FRENZY ROAD (INSERT RECORDED BEARING, I.E. BEING
NORTH 00 DEGREES 00 MINUTES 00 SECONDS EAST) AS RECORDED
IN VOLUME 88327, PAGE 0235, DEED RECORDS OF DALLAS COUNTY,
TEXAS. STATE PLANE STATEMENT; STATE PLANE COORDINATE
SYSTEM, TEXAS NORTH CENTRAL ZONE 4202, NORTH AMERICAN
DATUM OF 1983. ADJUSTMENT REALIZATION _____ 1986, 1993,
CORS96, 2007 OR 2011.
21. _____ LEGAL; SIGNED (IN BLUE INK), SEALED, AND DATED BY THE REGISTERED
PROFESSIONAL LAND SURVEYOR.
22. _____ SHEET/PAGE No.s (I.E. SHEET/PAGE 1 OF 2, etc.).

PARCEL SKETCH REQUIREMENTS

23. _____ NORTH ARROW AND GRAPHIC SCALE MUST BE SHOWN.
24. _____ ORIGINAL LAND SURVEY GRANTEE NAME, ABSTRACT No.
25. _____ POINT OF COMMENCING (IF APPLICABLE).
26. _____ POINT OF BEGINNING.
27. _____ BEARINGS AND DISTANCES.
28. _____ CURVE DATA (IF APPLICABLE), TO INCLUDE;
a. ARC LENGTH
b. RADIUS
c. DELTA ANGLE
d. CHORD BEARING FROM THE BEGINNING OF THE CURVE
e. CHORD LENGTH
29. _____ IF APPLICABLE; SHOW LEGEND WITH SYMBOLS FOR REFERENCE TO PARCEL
SKETCH (I.E. MONUMENTS, ABBREVIATIONS, ETC.).
30. _____ MONUMENTATION; FOUND OR SET WITH SIZE AND IDENTIFYING FEATURES
(I.E. YELLOW PLASTIC CAP STAMPED "JONES SURVEY").
31. _____ SHOW CURRENT OWNER WITH ALL RECORDING INFORMATION AS LISTED IN
PREAMBLE OF LEGAL DESCRIPTION (MUST MATCH).
32. _____ SHOW ADJOINING PROPERTIES WITH RECORDING INFORMATION AS DESCRIBED
IN METES AND BOUNDS. (THIS INCLUDES CURRENT RIGHT(S)-OF-WAY.)
33. _____ LABEL AREA, IF UNDER AN ACRE = (1234 SQ. FT., 0.0283 ACRES)
ONE ACRE AND ABOVE = (1.234 ACRES)

34. _____ SHOW AREA WITHIN IMMEDIATE PERIMETER OF PARCEL BOUNDARY MUST BE DETAILED:
- a. SHOW ADDITION NAME(S)
 - b. PROPERTY OWNER NAME(S)
 - c. LABEL APPROPRIATE NUMBERS FOR LOTS, BLOCKS, OR TRACTS,
 - d. SHOW VOLUME AND PAGE, AND SOURCE OF RECORD (D.R.D.C.TX., ETC.).
 - e. SHOW WIDTHS OF STREETS, ALLEYS, AND EXISTING EASEMENTS LEGIBLY. LABEL VOLUME AND PAGE AND SOURCE OF RECORD. ADD DISTANCE TIES ACROSS R.O.W. AT VARIABLE WIDTH R.O.W.
 - f. OTHER PERTINENT DATA
35. _____ SUBMIT DOCUMENTATION TO SUPPORT EXISTING STREET RIGHT-OF-WAY WIDTH (I.E. FILE RESEARCH; SEPARATE INSTRUMENT, PLAT, COUNTY R.O.W. MAP). THE SURVEY RECORDS VAULT AT 320 E. JEFFERSON, ROOM 314, DALLAS, TEXAS, OAKCLIFF MUNICIPAL CENTER IS A VALUABLE SOURCE OF THIS DATA.
36. _____ STATE THE BASIS OF BEARING ON PARCEL SKETCH, (FROM AN IDENTIFIABLE SOURCE, **I.E. TWO CONTROLLING MONUMENTS**).
- SAMPLE STATEMENT; *BASIS OF BEARING IS THE NORTH LINE OF FRENZY ROAD (INSERT RECORDED BEARING, I.E. BEING NORTH 00 DEGREES 00 MINUTES 00 SECONDS EAST) AS RECORDED IN VOLUME 88327, PAGE 0235, DEED RECORDS OF DALLAS COUNTY, TEXAS.*
- STATE PLANE STATEMENT; STATE PLANE COORDINATE SYSTEM, TEXAS NORTH CENTRAL ZONE 4202, NORTH AMERICAN DATUM OF 1983. ADJUSTMENT REALIZATION _____
- 1986, 1993, CORS96, 2007 OR 2011
37. _____ PARCEL SKETCH; SIGNED (IN BLUE INK), SEALED, AND DATED BY THE REGISTERED PROFESSIONAL LAND SURVEYOR.
38. _____ SHEET/PAGE No.s (I.E. SHEET/PAGE 1 OF 2, ETC.)
39. _____ SUBMIT A GEOMETRIC CLOSURE FOR THE BOUNDARY OF THE PARCELS (THIS IS REQUIRED IN THE PROJECT FILE PRIOR TO RELEASE, ATTACH TO SUBMITTAL):
- a. INCLUDE BEARINGS AND DISTANCES
 - b. CURVE DATA TO INCLUDE:
 1. DIRECTION TO THE RIGHT OR LEFT
 2. ARC LENGTH
 3. RADIUS
 4. DELTA ANGLE
 5. RADIUS
 6. CHORD BEARING FROM THE BEGINNING OF THE CURVE
 7. CHORD LENGTH
 - c. PRECISION OF BOUNDARY CLOSURE (MINIMUM 1:15000)

VICINITY MAP

VICINITY MAPS ARE **NO LONGER REQUIRED** TO BE SUBMITTED.

THIS COMPLETED AND SIGNED LIST MUST ACCOMPANY THE THREE (3) EXECUTED ORIGINAL COPIES OF THE LEGAL DESCRIPTION AND PARCEL SKETCH EXHIBIT SUBMITTAL. COMPLETE ALL APPLICABLE ITEMS. PLACE A CHECKMARK IN THE SPACE LABELED "APPLICANT". ITEMS THAT ARE NOT APPLICABLE TO YOUR SITUATION SHOULD BE LABELED "N/A".

ADDITIONAL COMMENTS:

I, the Surveyor of Record, understand and agree that the City Staff Surveyor will require that the exhibits be resubmitted for review and approval if it is determined that this checklist contained incorrect information.

By review of the submitted separate instrument(s), this Department does not assume any liability for the separate instrument(s), nor does this review release the surveyor of record from her/his responsibilities as a surveyor as set forth by the Texas Board of Professional Land Surveying.

Signature: _____ Date: _____

Printed Name: _____

APPENDIX

HEADER EXAMPLES

LICENSE AGREEMENT
THOMAS JEFFERSON AVENUE
ADJACENT TO BLOCK A/1234 & B/5678
STEPHEN F. AUSTIN SURVEY, ABSTRACT No. 567
CITY OF DALLAS, DALLAS COUNTY, TEXAS

IN PLATED SUBDIVISION

WATER EASEMENT
GEORGE WASHINGTON ADDITION
LOT 1, BLOCK A/234
STEPHEN F. AUSTIN SURVEY, ABSTRACT No. 567
CITY OF DALLAS, DALLAS COUNTY, TEXAS

IN ACREAGE

WATER EASEMENT
BEING IN 89.5 ACRES
BLOCK A/234
STEPHEN F. AUSTIN SURVEY, ABSTRACT No. 567
CITY OF DALLAS, DALLAS COUNTY, TEXAS



201700335232

REL 1/7

BACKFLOW RELEASE

THE STATE OF TEXAS)
)
COUNTY OF DALLAS)

WHEREAS, BISCUIT HOLDINGS, LTD., a Texas limited partnership (hereinafter referred to as "Owner" whether one or more natural persons or legal entities) is the owner of the land described in Exhibit "A" attached hereto and made a part hereof for all purposes (hereinafter referred to as "the Property"); and

WHEREAS in order to serve structures situated on the Property, Owner has requested the City of Dallas (hereinafter referred to as "City"), to furnish wastewater service to the Property; and

WHEREAS, Owner, has been refused a wastewater connection to the Property and has been advised that the refusal is based upon the probability of a backflow from the wastewater main into the Property because of the existing grade of the Property and the improvements located thereon; and

WHEREAS, Owner, being fully aware of the conditions surrounding the Property and the probability of a backflow into the same from the City's wastewater main, has agreed, in the event Owner is permitted to make the desired wastewater connection, to release and hold City, its successors and assigns, harmless from any and all liability or responsibility for any damage that may in the future be sustained by the Property resulting from the backflow or backflows from said wastewater main into the Property; and

WHEREAS, Owner, has agreed to install and maintain backflow check valves or any other devices Owner deems necessary to prevent the probability of a backflow from said wastewater main into the Property, it being Owner's and Owner's successors', heirs', administrators', tenants' and assigns' sole responsibility, liability, and duty to install and maintain same and at no time ever to require the construction or maintenance of any such device by the City, its successors and assigns;
Now, Therefore,

KNOW ALL BY THESE PRESENTS:

That Owner, being fully aware of the facts and conditions hereinabove recited, in consideration of the City's permitting Owner to connect the Property to the said wastewater main, does for Owner and Owner's successors, heirs, administrators, tenants and assigns: (1) forever release and hold harmless City, its successors and assigns, from any and all responsibility and liability for damages that may be sustained by the Property and improvements thereon as a result of the backflow or backflows from

said wastewater main onto or into the Property; (2) further forever covenant and agree never to file any claim, lawsuit or other legal action against City on any grounds whatsoever for any damage sustained by the Property and improvements thereon as a result of the backflow or backflows from said wastewater main onto or into the Property; and (3) further release City, its successors and assigns, of any duty to install or maintain backflow check valves or any other devices deemed necessary to prevent such backflows. It is the intention of Owner to make all of the terms of this Backflow Release a covenant running with the land forever.

EXECUTED THIS 16 DAY OF November, 2017.

Owner:

BISCUIT HOLDINGS, LTD.,
a Texas limited partnership

By: Danzarias, Inc.,
a Texas corporation
its general partner

Approved As To Form:
LARRY E. CASTO
City Attorney

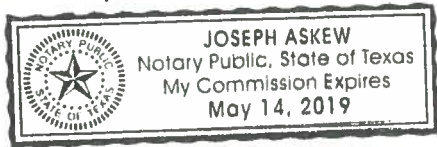
By: [Signature]
Assistant City Attorney

By: [Signature]
Matthew E. Malouf, President

* * * * *

STATE OF TEXAS :
COUNTY OF DALLAS :

This instrument was acknowledged before me on November, 16 by Matthew E. Malouf, President of Danzarias, Inc., a Texas corporation, general partner of BISCUIT HOLDINGS, LTD., a Texas limited partnership, on behalf of said limited partnership.



[Signature]
Notary Public, State of TEXAS

* * * * *

BEING a 2.1895 acres or 95,375 (sq.ft.) tract of land situated in the John Grigsby Survey, Abstract No.495, City Block No. 289, City of Dallas, Dallas County, Texas and being all of two tracts of land described as "Tract 1" and "Tract 2" in Deed Without Warranty, to Minerva Partners, Ltd, (now known as Biscuit Holdings Ltd., by Certificate of Merger, dated October 10, 2015), recorded in Instrument No. 201100339315, Official Public Records of Dallas County, Texas and all of a 5,168 square foot tract of land described in Quitclaim Deed, recorded in Instrument No. 201400258615, Official Public Records of Dallas County, Texas and also being part of Lot 1, Lot 2 and Lot 3, Middleton Subdivision, an addition to the City of Dallas, Texas according to the plat recorded in Volume 1, Page 10, Map Records of Dallas County, Texas, all of a 1,003 square foot tract, a 905 square foot tract, a 4,681 square foot tract, a 60 square foot tract, and a 79 square foot tract of land described in Quitclaim Deed to Biscuit Holdings Ltd., recorded in Instrument No. 201700134948, Official Public Records of Dallas County, Texas and being more particularly described as follows:

BEGINNING a 5/8" iron rod with plastic cap stamped "KHA" found at the easternmost end of a right-of-way corner clip at the intersection of the northwest right-of-way line of Live Oak Street (a 70-foot wide right-of-way) and the northeast right-of-way line of Cantegral Street (a 56-foot wide right-of-way);

THENCE with said right-of-way corner clip, North 89°45'53" West, a distance of 21.24 feet to a "X" cut in concrete found at the west end of said right-of-way corner clip;

THENCE with said northeast right-of-way line, North 44°50'39" West, a distance of 423.50 feet to a 5/8" iron rod with plastic cap stamped "KHA" found at the southernmost end of a right-of-way corner clip at the intersection of said northeast right-of-way line and the southeast right-of-way line of Bryan Street (a variable width right-of-way);

THENCE with said right-of-way corner clip, North 0°14'27" East, a distance of 21.18 feet to a 5/8" iron rod with plastic cap stamped "KHA" found at the northernmost end of said right-of-way corner clip;

THENCE with said southeast right-of-way line, North 45°19'33" East, a distance of 76.08 feet to a 5/8" iron rod with plastic cap stamped "KHA" found at the beginning of a circular right-of-way corner clip at the intersection of said southeast right-of-way line and the southwest right-of-way line of Texas Street (a 64-foot wide right-of-way) and at the beginning of a non-tangent curve to the right having a central angle of 46°06'29", a radius of 50.00 feet, a chord bearing and distance of South 77°58'41" East, 39.16 feet;

(For SPRG use only)
 Reviewed By: JD
 Date: 10/3/2017
 SPRG NO: 4304

Exhibit A

BACKFLOW RELEASE
 2.1895 ACRES

PART OF MIDDLETON SUBDIVISION
 CITY BLOCK 289, JOHN GRIGSBY SURVEY
 ABSTRACT NO. 495
 CITY OF DALLAS, DALLAS COUNTY, TEXAS

DANA BROWN
 REGISTERED PROFESSIONAL
 LAND SURVEYOR NO. 5336
 13455 NOEL ROAD
 TWO GALLERIA OFFICE TOWER
 SUITE 700
 DALLAS, TEXAS 75240
 PH. (972) 770-1300
 dana.brown@kimley-horn.com



Kimley»Horn

13455 Noel Road, Two Galleria Office Tower Suite 700, Dallas Texas 75240 FIRM # 10115500 Tel No (972) 770-1300 Fax No (972) 239-3820

Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
N/A	SRD	DAB	SEPT 2017	067771623	1 OF 4

THENCE with said circular right-of-way corner clip, in a southeasterly direction, with said curve to the right, an arc distance of 40.24 feet to a 5/8" iron rod with plastic cap stamped "KHA" found at the beginning of a reverse curve to the left having a central angle of 32°51'05", a radius of 405.85 feet, a chord bearing and distance of South 71°20'59" East, 229.52 feet;

THENCE with said southwest right-of-way line, the following courses and distances to wit:
 In a southeasterly direction, with said curve to the left, an arc distance of 232.70 feet to a 5/8" iron rod with plastic cap stamped "KHA" found for corner;
 South 87°46'31" East, a distance of 22.93 feet to a 5/8" iron rod with plastic cap stamped "KHA" found at the beginning of a tangent curve to the right having a central angle of 34°11'23", a radius of 348.24 feet, a chord bearing and distance of South 70°40'50" East, 204.73 feet;
 In a southeasterly direction, with said curve to the right, an arc distance of 207.80 feet to a 5/8" iron rod with plastic cap stamped "KHA" found at the northernmost end of a right-of-way corner clip at the intersection of said southwest right-of-way line and said northwest right-of-way line of Live Oak Street;

THENCE with said right-of-way corner clip, South 3°31'06" East, a distance of 19.75 feet to a "X" cut in concrete found at the southernmost end of said right-of-way corner clip;

THENCE with said northwest right-of-way line, South 45°18'53" West, a distance of 291.72 feet to the **POINT OF BEGINNING** and containing 2.1895 acres or 95,375 square feet of land.

Bearing system based on the Texas Coordinate System of 1983, North Central Zone (4202), North American Datum of 1983.

Exhibit A

(For SPRG use only)

Reviewed By: JD

Date: 10/3/2017

SPRG NO: 4304

BACKFLOW RELEASE

2.1895 ACRES

PART OF MIDDLETON SUBDIVISION
 CITY BLOCK 289, JOHN GRIGSBY SURVEY
 ABSTRACT NO. 495
 CITY OF DALLAS, DALLAS COUNTY, TEXAS

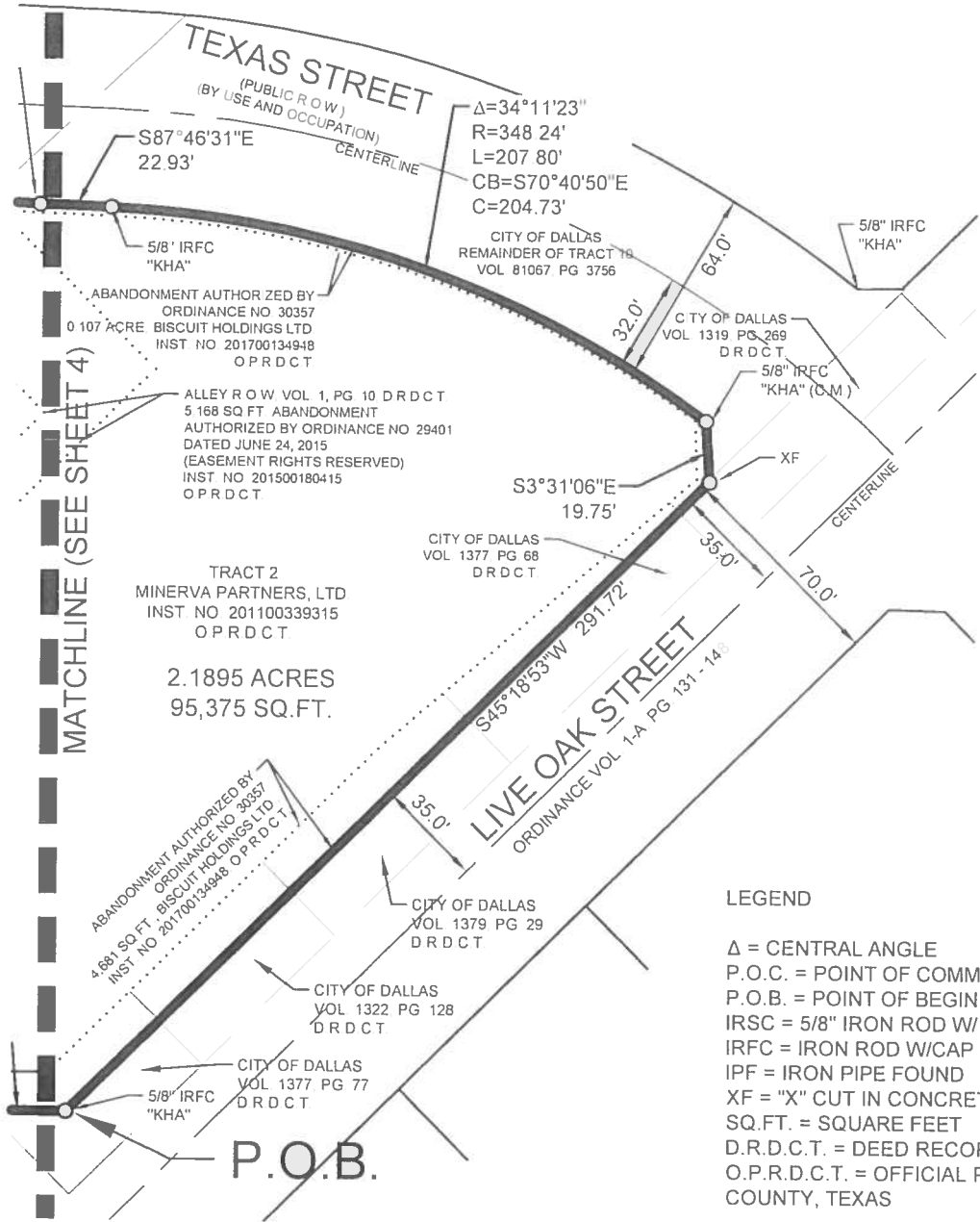
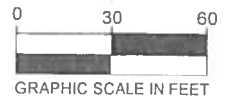
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Kimley » Horn

13455 Noel Road, Two Galleria Office Tower, Suite 700, Dallas, Texas 75240 FIRM # 10115500 Tel No. (972) 770-1300 Fax No. (972) 239-3820

Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
N/A	SRD	DAB	SEPT. 2017	067771623	2 OF 4



MATCHLINE (SEE SHEET 4)

Exhibit A

LEGEND

- Δ = CENTRAL ANGLE
- P.O.C. = POINT OF COMMENCING
- P.O.B. = POINT OF BEGINNING
- IRSC = 5/8" IRON ROD W/ "KHA" CAP SET
- IRFC = IRON ROD W/CAP FOUND
- IPF = IRON PIPE FOUND
- XF = "X" CUT IN CONCRETE FOUND
- SQ.FT. = SQUARE FEET
- D.R.D.C.T. = DEED RECORDS OF DALLAS COUNTY, TEXAS
- O.P.R.D.C.T. = OFFICIAL PUBLIC RECORDS, DALLAS COUNTY, TEXAS

NOTES

Bearing system based on the Texas Coordinate System of 1983, North Central Zone (4202), North American Datum of 1983.

(For SPRG use only)

Reviewed By: JD

Date: 10/3/2017

SPRG NO: 4304

BACKFLOW RELEASE
 2.1895 ACRES
 PART OF MIDDLETON SUBDIVISION
 CITY BLOCK 289, JOHN GRIGSBY SURVEY
 ABSTRACT NO. 495
 CITY OF DALLAS, DALLAS COUNTY, TEXAS

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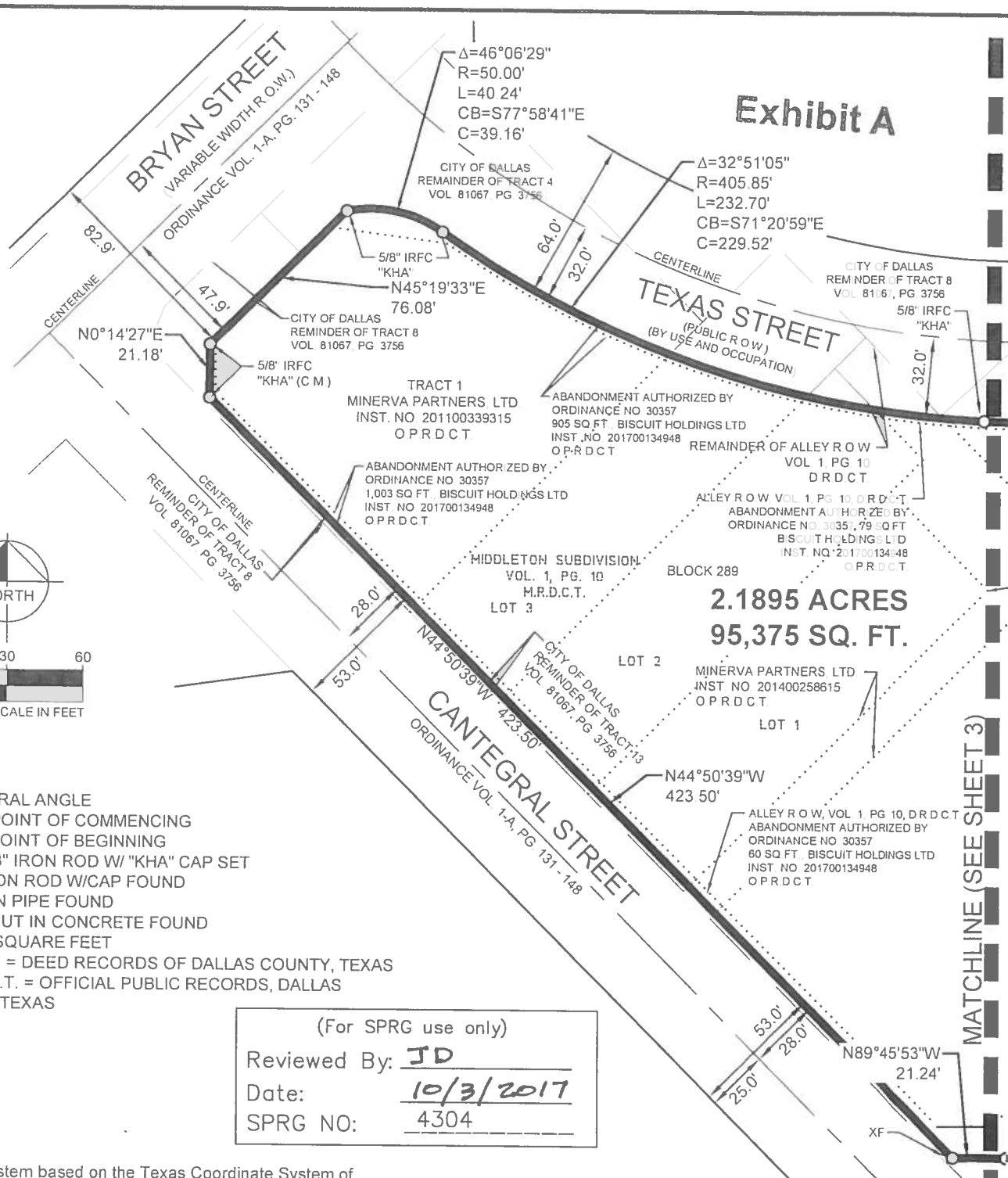


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13455 Noel Road, Two Galleria Office Tower, Suite 700 Dallas Texas 75240 FIRM # 10115500 Tel No (972) 770-1300 Fax No (972) 239-3820

Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
1" = 60'	SRD	DAB	SEPT 2017	067771623	3 OF 4

Exhibit A



2.1895 ACRES
95,375 SQ. FT.

MATCHLINE (SEE SHEET 3)

LEGEND

- Δ = CENTRAL ANGLE
- P.O.C. = POINT OF COMMENCING
- P.O.B. = POINT OF BEGINNING
- IRSC = 5/8" IRON ROD W/ "KHA" CAP SET
- IRFC = IRON ROD W/CAP FOUND
- IPF = IRON PIPE FOUND
- XF = "X" CUT IN CONCRETE FOUND
- SQ.FT. = SQUARE FEET
- D.R.D.C.T. = DEED RECORDS OF DALLAS COUNTY, TEXAS
- O.P.R.D.C.T. = OFFICIAL PUBLIC RECORDS, DALLAS COUNTY, TEXAS

(For SPRG use only)
 Reviewed By: JD
 Date: 10/3/2017
 SPRG NO: 4304

NOTES

Bearing system based on the Texas Coordinate System of 1983, North Central Zone (4202), North American Datum of 1983.

BACKFLOW RELEASE
2.1895 ACRES

PART OF MIDDLETON SUBDIVISION
CITY BLOCK 289, JOHN GRIGSBY SURVEY
ABSTRACT NO. 495
CITY OF DALLAS, DALLAS COUNTY, TEXAS

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Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
1" = 60'	SRD	DAB	SEPT. 2017	067771623	4 OF 4

Filed and Recorded
Official Public Records
John F Warren, County Clerk
Dallas County, TEXAS
11/30/2017 10:11:00 AM
\$46.00



A handwritten signature in black ink, appearing to be "JFW", is written over the seal.

201700335232

**City of Dallas
Real Estate Division**

REQUIRED CORPORATE DOCUMENTATION

OBJECTIVE:

The City of Dallas – City Attorney’s Office requires proof of ownership for the requested easement, license, agreement, abandonment, etc. It is imperative that the documents are submitted in a timely manner, as this may delay the release of permits/approvals from other Departments and/or Divisions. Preparing these documents prior to the Real Estate Division’s review is encouraged as a proactive measure. Please be prepared to submit these documents upon request from Real Estate.

The required documents for each type of ownership is listed below:

Limited Partnership (Ltd., LP)

- Example of Signature Block
- Limited Partnership Agreement
- Certificate of Limited Partnership
- Consent - For the transfer of real property, the limited partnership agreement may require the consent or ratification of general partners. If not an opinion letter from the partnership’s attorney stating that such ratification is not necessary.
- Certificate of Incumbency (official document that lists the names of incumbent individuals and their respective corporate office within an organization)

Non-Profit Corporation

- Example of Signature Block for authorized signing agent
- Certificate of Incorporation
- Articles of Incorporation and Bylaws
- Corporate Resolution
- Certificate of Incumbency
- Good Standing Certificate – a good standing certificate obtained from the state Comptroller of Public Accounts in Texas, confirming the required filings of reports and payments.

Limited Liability Company (LLC)

- Example of Signature Block for authorized signer
- Certificate of Formation
- Entity Regulations (Bylaws)
- Good Standing Certificate – a good standing certificate obtained from the state Comptroller of Public Accounts in Texas, confirming the required filings of reports and payments.
- Authorization Documentation (corporate resolution authorizing the water easement and stating who will be authorized to execute the documents)

Incorporated (Inc.)

- Example of Signature Block for signing officer
- Certificate of Formation
- Bylaws – organizational documents identifying the authority and limitations of authority of officers to enter into the transaction
- Good Standing Certificate
- Corporate Resolution – executed resolution of the shareholders or directors of the Grantor authorizing the proposed transaction and granting authority to the signing officer to act on behalf of the corporation.
- Certificate of Incumbency (official document that lists the names of incumbent individuals and their respective corporate office within an organization)

Individuals – (needed for each owner listed if multiple)

- Completed Marital Affidavit
- No Conflict of Interest Statement
- Homestead/Non-Homestead Affidavit