

**CITY OF DALLAS
SD&C- ENGINEERING DIVISION
WATER/WASTEWATER EASEMENT
DEDICATION BY SEPARATE INSTRUMENT**

PROCEDURE FOR OBTAINING AN ONSITE OR OFFSITE WATER AND/OR WASTEWATER EASEMENT OR BACKFLOW AGREEMENT FOR PRIVATE DEVELOPMENT PROJECTS REQUIRING ENGINEERING PLAN REVIEW.

Required for initial submittal:

1. One copy of the subject Plat being processed
2. One copy of current owner's recorded warranty deed or deeds
3. Three sets of field notes that follow the Survey Plat Review Group's Legal Description Preparation Guideline and Checklist
4. Contact information (Name, Phone, Email) of Surveyor **AND** Owner/Developer must be provided. Failure to do so may delay processing of easement.

CITY PROCEDURE

Engineering Division:

- Officially submit the above stated information to Engineering Division, Water Engineering, 320 E. Jefferson Blvd., Room 200, Dallas, Texas 75203.
- The field notes are then routed to the Survey Plat Review Group for a review and approval process.
- After the field notes are approved by Survey, the field notes and warranty deed or deeds are forwarded to the Real Estate Division office.

Real Estate Division

- Real Estate Division contacts the property owner for necessary information and documents for preparation of the covenant agreement.
- Once the required information is received by the Real Estate Division, documents are prepared and submitted to the City Attorney for review and approval.
- Following City Attorney approval, Real Estate Division sends original covenant agreement to the property owner for proper signature.
- Once the signed covenant agreement is returned to the Real Estate Division, the signed covenant agreement and other required City documents are packaged for final approval and signatures by the City Attorney and Assistant City Manager.
- The Real Estate Division then sends the covenant agreement document to the appropriate County Records office to be recorded.

Notice:

It is strongly advised that they owner proactively gathers the necessary ownership documents as soon as the need for a separate instrument or backflow agreement is identified.