

FREQUENTLY ASKED QUESTIONS**What documents can be provided as proof of ownership?**

A general warranty deed or a special warranty deed is acceptable.
Please note: a deed of trust or a title report is not permitted.

How should the completed 584 Form be submitted?

The original document should be completed with wet signatures in blue ink only. The form should be printed single-sided on two separate sheets. Double-sided copies will not be accepted.

How many easement submittals do I submit, if my proposed easement overlaps several lots?

Each lot will require one easement submittal: (1) cover sheet, (1) 584 form, (1) proof of ownership/deed, (1) Survey exhibit, (1) Metes & Bounds, (1) survey checklist, and (1) authorization form.

How many easement submittals do I submit, if I have several easements within the same lot?

If the easement is the same type of easement and is located within the same lot, you can submit (1) cover sheet, (1) 584 form, (1) proof of ownership/deed, (2 or more) Survey exhibits, (2 or more) Metes & Bounds, (1) survey checklist, and (1) authorization form.

Do I fill out the Job and Parcel numbers on Form 584?

No. Only the ILMS No. is required.

When will I receive my tracking number?

Within one business day after OCE receives the original Form 584 document.

When can I expect my easement to be recorded?

OCE requires a minimum of 3 months from the date the tracking number is issued. This timeline may increase if any reviewing department provides comments.

Departments involved and typical review times:

- Survey: 3–6 business weeks
- Legal: 3–6 business weeks
- Real Estate: 2–4 business weeks

Can I drop off my Form 584 without an appointment?

No, it is required to schedule an appointment prior. Visit <https://bit.ly/584appt> to schedule a meeting for your Easement Dedication Submission.

Can I schedule an appointment before emailing the easement submittal package?

No. It is required to email the completed easement submittal package to OCE.Easements@houstontx.gov prior to scheduling an appointment. OCE will review the package. If all required documents are complete and correct, a team member will notify you to schedule an appointment.