

This completed cover sheet and all pertinent documentation identified below are required with any easement dedications submitted to the Office of the City Engineer. Any incomplete or missing information will result in denial of your easement dedication request.

___ **New Request** ___ **Revised Request (Tracking No.:** _____ **)**

GENERAL INFORMATION

Grantor Name: _____ Applicant Name: _____
 Applicant Email: _____ Phone Number: _____
 ILMS Project Number: _____
 Type of Easement: _____ Date Submitted: _____

CHECKLIST

Please e-mail this cover sheet and all required documentation below to OCE.Easements@houstontx.gov (unless noted otherwise). Use the naming convention listed below for each file. Once the documents are e-mailed and vetted, our staff will notify you to schedule an appointment to drop off the required original documents.

	Required Items	Naming Convention in E-Mail Submittal
<input type="checkbox"/>	Completed Easement Dedication Form (Form 584) The original document with wet signatures in blue ink only must be submitted in person to the Houston Permitting Center, 1002 Washington Avenue, 2 nd Floor. <i>** It is required to also submit a PDF version within one (1) week to OCE.Easements@houstontx.gov.</i>	Form 584.pdf **
<input type="checkbox"/>	Proof of Ownership / Deed A PDF file (300 dpi or greater) must be e-mailed to OCE.Easements@houstontx.gov . Please note that deeds of trust and title reports are not accepted as proof of ownership.	Ownership.pdf
<input type="checkbox"/>	Metes and Bounds A PDF file (300 dpi or greater) must be e-mailed to OCE.Easements@houstontx.gov	Metes and Bounds.pdf
<input type="checkbox"/>	Survey A PDF file (300 dpi or greater) must be e-mailed to OCE.Easements@houstontx.gov	Survey.pdf
<input type="checkbox"/>	Survey Checklist A PDF file (300 dpi or greater) must be e-mailed to OCE.Easements@houstontx.gov . The checklist must be completed and signed by the surveyor.	Survey Checklist.pdf
<input type="checkbox"/>	Authorization Form A PDF file (300 dpi or greater) must be e-mailed to OCE.Easements@houstontx.gov . The checklist must be completed and signed by the surveyor.	Authorization Form.pdf

If you have any questions, please e-mail OCE.Easements@houstontx.gov or call (832) 394-9140.

