

This completed cover sheet and all pertinent documentation 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.

GENERAL INFORMATION

Grantor Name	
Applicant Name	
Applicant E-mail	
Applicant 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). Please use the naming convention listed below for each file.

	Required Items	Naming Convention in E-Mail Submittal
<input type="checkbox"/>	<u>Completed Easement Dedication Form (Form 584)</u> 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 recommended to also submit a PDF version within one (1) week to OCE.Easements@houstontx.gov.</i>	Form 584.pdf **
<input type="checkbox"/>	<u>Proof of Ownership / Deed</u> A PDF file (300 dpi or greater) must be e-mailed to OCE.Easements@houstontx.gov	Ownership.pdf
<input type="checkbox"/>	<u>Metes and Bounds</u> A PDF file (300 dpi or greater) must be e-mailed to OCE.Easements@houstontx.gov	Metes and Bounds.pdf
<input type="checkbox"/>	<u>Survey</u> A PDF file (300 dpi or greater) must be e-mailed to OCE.Easements@houstontx.gov	Survey.pdf

If you have any questions, please e-mail OCE.Easements@houstontx.gov or call (832) 394-9156.