

This completed cover sheet and all pertinent documentation are required with any easement dedications submitted to Taps and Meters. Any incomplete or missing information will result in denial of your easement dedication request.

## GENERAL INFORMATION

<b>Grantor Name</b>	
<b>Applicant Name</b>	
<b>Applicant E-mail</b>	
<b>Applicant Phone Number</b>	
<b>Job Number</b>	
<b>Type of Easement</b>	
<b>Date Submitted</b>	

## CHECKLIST

Please attach this cover sheet and all required documentation to the large meter application request (unless noted otherwise). Please use the naming convention listed below for each file.

	Required Items	Naming Convention in E-Mail Submittal
<input type="checkbox"/>	<p><b><u>Completed Easement Dedication Form (Form 584 for Water Meter Only)</u></b>            Email to: <a href="mailto:Manuel.Zuniga@houstontx.gov">Manuel.Zuniga@houstontx.gov</a> &amp; <a href="mailto:Crystal.Speights@houstontx.gov">Crystal.Speights@houstontx.gov</a></p> <p>The original document with wet signatures in <b>blue ink only</b> will be requested after electronic review is complete and deemed acceptable by City Legal.</p>	Form 584.pdf **
<input type="checkbox"/>	<p><b><u>Proof of Ownership / Deed</u></b>            A PDF file (300 dpi or greater) must be e-mailed to <a href="mailto:Manuel.Zuniga@houstontx.gov">Manuel.Zuniga@houstontx.gov</a> &amp; <a href="mailto:taptechs@houstontx.gov">taptechs@houstontx.gov</a></p>	Ownership.pdf
<input type="checkbox"/>	<p><b><u>Metes and Bounds</u></b>            A PDF file (300 dpi or greater) must be e-mailed to <a href="mailto:Manuel.Zuniga@houstontx.gov">Manuel.Zuniga@houstontx.gov</a> &amp; <a href="mailto:taptechs@houstontx.gov">taptechs@houstontx.gov</a></p>	Metes and Bounds.pdf
<input type="checkbox"/>	<p><b><u>Survey</u></b>            A PDF file (300 dpi or greater) must be e-mailed to <a href="mailto:Manuel.Zuniga@houstontx.gov">Manuel.Zuniga@houstontx.gov</a> &amp; <a href="mailto:taptechs@houstontx.gov">taptechs@houstontx.gov</a></p>	Survey.pdf

If you have any questions, please e-mail [Manuel.Zuniga@houstontx.gov](mailto:Manuel.Zuniga@houstontx.gov) & [Taptechs@houstontx.gov](mailto:Taptechs@houstontx.gov) or call (832) 394-8888.