

INSTRUCTIONS FOR COMPLETING EASEMENT & RIGHT-OF-WAY USE AGREEMENT

The forms shall be signed (in black ink only) by a legal partner, corporate officer, or individual owner(s) of the land. An authorized agent of the landowner must submit a Power of Attorney.

APPLICATION: The application shall be completely filled out, signed and notarized.

Please Check this box if agreement will be for Public Parking, Public Sidewalks or Located in Old Town.

EASEMENT AND RIGHT-OF-WAY USE AGREEMENT: The Agreement shall be completed, signed and notarized. All signatures and notary acknowledgments must be originals, no copies. In the second blank of the first paragraph, please describe specifically the intended use of the easement or right-of-way.

EXHIBIT NO. 1: Provide a general vicinity map indicating the project location. The map should be of small enough scale to include at least one (1) major intersection in the City of Burlison. The map may be hand drawn, aerial, from GIS or from an internet mapping program such as yahoo maps.

EXHIBIT NO. 2: Provide an accurate, to scale drawing of the proposed area of usage of the easement/right-of-way, including all dimensions as required to accurately stake the area in the field. If needed to accurately describe the area, include metes and bounds. Please limit the requested area of usage to the minimum required to accommodate your needs. Additional pages may be attached, but all drawings must be no larger than 11" x 17". Reducing large plans or plats to use as the base drawing is acceptable, providing the final document is legible to City staff. Include all existing easements, overhead or underground utilities, drainage facilities or other improvements within 50' of the proposed area of usage and show the location of the proposed improvements.

EXHIBIT NO. 3: Provide a detail and/or cross-section of the private facilities to be placed in the right-of-way/easement. Vertical alignment of existing and proposed facilities must be shown. Information on existing public water, sewer and drainage facilities can be obtained from Engineering Services. Colored architectural or technical renderings that detail the proposed improvements, building materials specifications, height and coverage. If applicable, standardized details for outdoor dining (e.g. colored renderings, number of tables, chairs, lighting, etc.). If in Old Town, must adhere to the Old Town Design Standards.

EXHIBIT NO. 4: Signatures are required from Burlison staff and each franchise utility, regardless of whether or not they have utility equipment in the easement. Each utility can sign on a separate sheet. **The City will obtain these signatures.** Applicant need only complete the top portion of the page.

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- NOTES:
1. Contact the Development Engineering Division at 817-426-9611 to discuss any questions regarding the right-of-way/easement agreement application.
 2. Please provide the complete application with the \$525 review fee and allow approximately 3 to 4 weeks for city staff review of the agreement and collection of all franchise utility signatures.
 3. Once complete, staff will compose the document and it will be filed with the City Secretary.

APPLICATION

DATE: _____

Application for the Use of a Portion of the City of Burleson Public Right-of-Way/Easement within _____ Addition to the City of Burleson, Texas.
Street Address: _____.

The undersigned hereby makes application for the joint use of that portion of the public utility easement/ drainage easement/ right-of-way situated in the above named addition, and particularly described in Exhibit No. 2 of the attached agreement. In support of this application, the undersigned represent and warrant the following:

1. The undersigned will hold the City of Burleson harmless, and indemnify it against all suits, costs, expenses, and damages that may arise or grow out of my use of the easement/right-of-way.

2. The proposed joint use of the easement/right-of-way is as follows:

3. Said public utility easement/drainage easement/right-of-way has been and is being used as follows (explain existing use of easement):

I respectfully request your favorable consideration of this application for joint use of the easement/right-of-way described and will authorize the execution of the attached agreement.

Printed Name: _____ Phone No.: _____

Mailing Address: _____ Email : _____

Signature: _____ Date : _____