

Planning & Development Department

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www.cityofrockhill.com



EASEMENT ACQUISITION CHECKLIST

APPLICATION PROCESS

Our review of easements runs concurrently with civil plan review.

- 1. Submit pdfs of the proposed easements** through our Online Services website at www.cityofrockhill.com/onlineservices.
- 2. City staff will review the proposed easements** and send comments back to the designated contact person for the civil plans within approximately 10 business days. If the easements need to be revised, use the [Plan Resubmittal Instructions](#) to guide you on revising your plans.
- 3. After we approve the easements, we will prepare the easement agreement documents and extension agreements.**
- 4. Your next steps will include:**
 - A.** Obtaining all necessary signatures for the plats, easement documents, and extension agreements.
 - B.** Returning the signed originals to the City for recordation. We will email you an invoice for the recording fee of \$25, which you will pay online.
 - C.** Providing a cad file of the plat/exhibit in AutoCAD format(.dwg) that is tied to the horizontal coordinate system of NAD 1983 StatePlane South Carolina FIPS 3900 (Intl Feet). Easements should be polygons rather than lines to assist in conversion of cad file to City GIS.
- 5. When the civil plans have also been approved, we will schedule a pre-construction meeting.**
- 6. If any changes occur** during construction that affect the easement locations or require new easements, you will need to modify them during the as-built stage.

CHECKLIST

Easements can be acquired via a plat or as exhibits:

- A plat must be signed by a South Carolina registered Land Surveyor and should be 18"x24" up to 24"x36" in size.
- Most exhibits do not require having a surveyor seal but are only 8.5"x 11" in size or 8.5"x14" and must be designed as Exhibit A. However, if the proposed easements are of irregular shape and/or do not follow an existing property or right-of-way line, then bearings and distances will be required, and the exhibit must be signed by a registered land surveyor.
- Typically, larger or more complex projects can be more easily described via plats whereas exhibits are more suited to smaller projects with few or simple easements. Clarity is the ultimate determining factor. All easements must be fully described such that all easements can be recreated on the ground from the documents provided.
- Private easements must be titled as either "Easement Survey" or "Private Easement Plat" and they must be recorded by the property owner/developer with the York County Register of Deeds. Private easement documents title "Exhibit" cannot be recorded. Please note that an Easement Survey requires an original wet surveyor's seal prior to recording.

Required information on plat or exhibit:

- Provide title block listing project name, company name, date of submission, and surveyor seal as applicable.
- North arrow and scale.
- Label existing and proposed road names.
- List name and address of owner and tax account number for subject property.
- Signature block for owner. If offsite easements are required, then a separate plat/exhibit must be prepared for each parcel with a separate owner.
- Provide a northing and easting point of beginning. Plats and exhibits must be tied to the horizontal coordinate system of NAD 1983 StatePlane South Carolina FIPS 3900 (Intl Feet).
- Each segment of the easement must be provided with a bearing and distance or described with an easement centerline. Line charts can be used as needed for clarity. (Bearings and distances are not required when the easement follows existing property or right-of-way lines and when the easement is of constant width or shape.)
- Public and private easements shown and fully described.
- Label each easement as public or private and list the width of the easement.
- Provide square footage within the easement for each type of easement (electrical, sewer, etc., or as dictated by the City agreement type).
- Public easements are to be shaded to easily differentiate from private easements.
- Label existing parcel boundaries and adjacent property owners as applicable.
- Title plats as "Easement Plat" and exhibits as "Exhibit A".
- Plats/Exhibits should focus on clarity and description of easements and property boundaries. Limit other line work and labels to major mile markers, lot numbers, road names, adjacent property owners or other data that help locate the easement on the property.
- Proposed public infrastructure (roads, water, sewer) will require the developer to enter into an Extension Agreement.