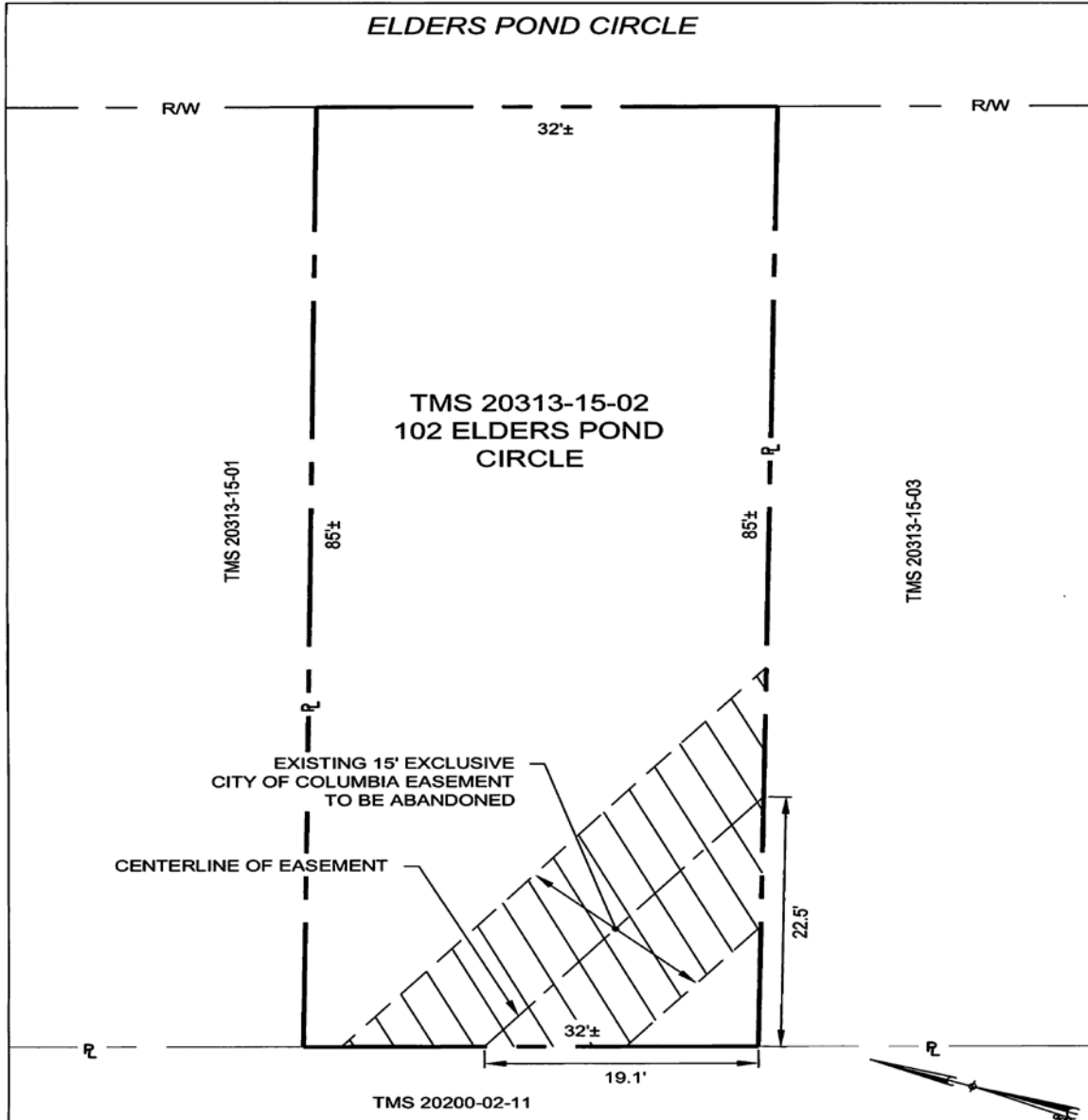# EASEMENT PLAT PREPARATION GUIDELINES:

1. Prepare separate easement plats on 8 ½" x 14" paper for each easement required.

2. Show a north arrow.

3. Show a vicinity map.

4. Show a scale.    (Optional)

5. Identify property lines.

6. Identify property (ies) with correct tax map number (s) and latest revision date (s) of the tax map sheet (s) from the most current tax maps; i.e. 2004 Edition.

7. Identify current property owner (s), with now or formerly or (n/f) in front of the name (s), and the property owner's mailing address.

8. Identify roads (by both name and road number) and label road right-of-way widths.

9. Identify any major landmarks, i.e., rivers, railroads, transmission line rights-of-way, etc.

10. Label (i.e., 10' exclusive City of Columbia water main easement) and back-shade permanent, exclusive easement (s) to be obtained and show easement length (s).

11. Calculate and label the total acreage of permanent easement (s) to be obtained.

12. Denote any temporary construction easements, including bore pits, with dashed lines and label (i.e., 15' temporary construction easement).

13. Show tie line distance (s) from property corner (s) to easement's beginning and/or ending points and to any turn (s) whenever the easement does not extend parallel and adjoining a road right-of-way.

14. Show a centerline and centerline distance on all permanent easements.

15. Show any permanent encroachment (s) within the easement area, such as billboard signs, etc. Do not show mailboxes and trees. Specify whether the encroachment may remain or must be removed for the utility construction.

16. Identify project number (City file number for developer projects or City CIP number for City projects) and a description of project within the title block.

17. Identify sheet number (s) on easements plat (s), i.e., Sheet 1 of 1, if only one easement is required for the project or Sheet 1 of 6, Sheet 2 of 6, Sheet 3 of 6, Sheet 4 of 6, Sheet 5 of 6 and Sheet 6 of 6, if six easements are required for the project.

# City of Columbia
## UTILITIES & ENGINEERING

## EASEMENT PLAT SAMPLE



**ELDERS POND CIRCLE**

R/W — — — — 32'± — — — R/W

TMS 20313-15-02
102 ELDERS POND
CIRCLE

TMS 20313-15-01

TMS 20313-15-03

85'±

85'±

EXISTING 15' EXCLUSIVE
CITY OF COLUMBIA EASEMENT
TO BE ABANDONED

CENTERLINE OF EASEMENT

22.5'

32'±

19.1'

TMS 20200-02-11

DRAWING BASED ON COMPILATIONS ONLY.
NO PROPERTY SURVEY PERFORMED.
RICHLAND COUNTY TMS 20313-15-02; 2010 EDITION

N/F
OWNERS
BANK OF NEW YORK MELLON
NOVASTAR MORGAGE FUNDING
4708 MERCHANTILE DR.
FORT WORTH, TX 76137
TMS 20313-15-02
EASEMENT = 0.01 ACRES

**CF# 262-23A**

| CITY OF COLUMBIA | | |
|---|---|---|
| DEPARTMENT OF UTILITIES & ENGINEERING | | |
| COLUMBIA, SOUTH CAROLINA | | |
| SCALE: NTS | APPROVED BY: | DRAWN BY: |
| DATE: 02/07/12 | | DND |
| WATER MAIN RELOCATION IN | | |
| ELDERS POND SUBDIVISION | | |
| PROJECT NO.: WM4227 | | DWG.# 2 OF 4 |
| REVISION NO.: | | DATE: 02/07/12 |