

Use this checklist for new submissions for full or partial release of water/sewer, water, sewer, pathway and emergency access easements

- Submit your application online through the Citizen Access Portal at <https://citizenportal.meridiancity.org/CitizenAccess>.

For both full and partial releases:

- Fill out the type of easement being released on the “type of easement being released” line Example: “Water easement” or “Pedestrian pathway easement”
- Fill out the “Grantor” line. This should match the grantor name from the original easement.
- Fill out the “Easement dated” with the date that the original easement was recorded. You can typically find this information in the top right-hand side of the recorded easement document.
- Fill out the “Instrument number” with the instrument number of the original easement that was recorded. You can typically find this information in the top right-hand of the recorded easement document.

For partial release ONLY:

- Attach new exhibits showing what portion of the existing easement is to be released.
 - EXHIBIT A legal description must be identified at the top as “EXHIBIT A” and the caption should match the name of the project and easement number as identified in the box on page one.
 - EXHIBIT B easement depiction or map must be identified at the top as “EXHIBIT B” and the caption should match the name of the project and easement number as identified in the box on page one.
- Document Uploads:
 - Upload all required checklist items in a single PDF with attachments in the following order, named the same as the associated project name and type of easement
 - Easement Submission Forms
 - Exhibit A
 - Exhibit B

This checklist is to assist customers with requirements only. Do NOT upload this checklist with your submittal.

If you have any questions about these instructions please contact Kurt Starman in the City Attorney’s Office at 208-898-5506.