

**CITY OF NORFOLK DEPARTMENT OF UTILITIES  
DESIGN AND CONSTRUCTION STANDARDS  
Appendix F7 – Easement Processing Checklist**

Project Title/Site Plan No.: \_\_\_\_\_

General Requirements

1. Has the Design Engineer investigated all options to use existing public rights-of-way or existing easements for the proposed utility?
2. Is the proposed easement clearly delineated on the site plan and are water and/or sewer lines the only utilities shown located in the easement?
3. Has an entire easement survey been completed and plat/exhibit developed?
4. Is each proposed easement identified as a “Public Utility Easement”?
5. Are all lines of proposed construction tied to existing property lines and/or corners?  
The proposed easement must be tied to a legally platted boundary line.
6. Is the proposed easement width in accordance with Utilities’ standards?  
See *Design & Construction Standards* – Section 8.1
7. If a temporary or construction easement is being requested, is there ample room for construction traffic?
8. Is the submittal signed and sealed by a state of Virginia registered land surveyor?
9. Does the applicant acknowledge the recordation process may take 8 to 12 weeks from receipt of an acceptable exhibit plat?

Easement Submission Requirements

10. Is the property being taken clearly described and the address and owner identified?
11. Are metes and bounds descriptions clear and concise?
12. Is adjacent property clearly described and identified?
13. Does the exhibit plat meet the requirements of the City Code and Utilities’ Standards?
14. Are there appropriate bearings, distances, etc., shown on the drawings?
15. Is the exhibit plat signed and sealed by a State of Virginia registered land surveyor?

I have reviewed this Checklist and certify that the drawing(s) of the easement and easement exhibit plat as submitted have been designed in accord with the latest City standards and policies. The drawing(s) and plat have been reviewed for completeness and accuracy and are submitted for approval. It is understood that the submittal is incomplete without this review and certification.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date