



**Use this checklist for new submissions 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>.
- ☐ Identify the associated project name in the upper left corner of the first page
- ☐ If the project will include more than one easement of a particular type (example: two unique water easements), or if future numbered easements are anticipated in the same project, identify the sequential number of this easement in the box in the upper left corner of the first page.
- ☐ Leave the date of the easement blank. This will be completed by the City Clerk.
- ☐ Identify the Grantor in the space provided on the first paragraph of the easement. The Grantor listed on the easement must be the recorded owner of the property at the time the easement is executed.
- ☐ Grantor's signature on page two must be properly notarized.
- ☐ Hand written information must be printed, clear and in dark ink. No cursive except on signature lines.
  - Notary stamp must be clear, signature and expiration dates need to be printed with dark colored ink.
- ☐ Notary acknowledgement must indicate the capacity in which the Grantor is signing. For example:
  - For LLC
    - This record was acknowledged before me on [DATE] by [PRINTED NAME], on behalf of [COMPANY NAME, LLC] in the following representative capacity: Member or Manager.
  - For Corporation
    - This record was acknowledged before me on [DATE] by [PRINTED NAME], on behalf of [COMPANY NAME, INC] in the following representative capacity: President.
  - For Individual
    - This record was acknowledged before me on [DATE] by [PRINTED NAME].
  - For one entity on behalf of another entity
    - The Notary should line-through the pre-printed notary block on the easement and attach a correct form of compound acknowledgement that is in compliance with the requirements of Idaho Code section 51-116A.
- ☐ 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.

**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.