

## Standard Easement and Guidelines

To ensure the County Recorder will accept your document, please follow these guidelines:

- **MARGINS:**  
Top margin must be 3½ inches on the first page (type below margin).  
Bottom, sides and other page margins must be ½ inch.  
*Note: No marks or writing can be within these spaces.*
  
- **NOTARY STAMP AND SIGNATURES:**  
Notary must stamp below their signature. Signature “tails” and notary stamp cannot be in margin area.

First draft easement submitted for approval by our attorney and engineer requires no signature. However, if you are submitting an approved easement to be recorded, we will need an ORIGINAL DOCUMENT with all original signatures, dates, etc.

- **ALSO:**  
NO staples, erasures, whiteout, fax information, hole punches, computer disk information, page numbers or stains.

***Failure to follow these guidelines could delay the processing and recording of your easement, resulting in a delay starting your project.***

## INSTRUCTIONS FOR CORPORATE GRANTORS

NOTE: First page must have a 3-1/2 inch margin at top (leaving room for Recording Information), and 1/2-inch margin on right, left and bottom of page. Any deviation from this will result in a non-standard form and will incur extra charges at the County Recorder's Office.

If Grantor is a corporation:

1. Conveyance language in easement form should read:  
***"[Full name of corporation], a corporation organized under the laws of [state of incorporation, e.g., Minnesota], grantor..."***
2. Signature language should read:  
***"IN WITNESS WHEREOF, the above corporation has caused this instrument to be executed in its corporate name by its [title of officer authorized to sign easement on behalf of corporation, e.g., President], on [date of signature]."***

\_\_\_\_\_  
***[Full name of corporation]***

By \_\_\_\_\_  
***[Name of officer signing on behalf of corporation]***

Its \_\_\_\_\_  
***[Title of officer]***

3. Acknowledgment paragraph should read:  
***"State of [State where acknowledged]  
County of [County where acknowledged]  
This instrument was acknowledged before me on [Date] by [Name(s) of person(s)] as [type of authority-officer authorized to convey interest in real estate] of [name of corporation], on behalf of that corporation."***

\_\_\_\_\_  
***[Signature of notary, commission expiration date]***

4. Bottom of form must contain a "drafted by" statement.  
This must contain the name and address of the person or entity drafting the easement.

## INSTRUCTIONS FOR INDIVIDUAL GRANTORS

NOTE: First page must have a 3-1/2 inch margin at top (leaving room for Recording Information), and 1/2-inch margin on right, left and bottom of page. Any deviation from this will result in a non-standard form and will incur extra charges at the County Recorder's Office.

The easement must be conveyed by all fee owners of the property to be conveyed. In the case of individual fee owners, the conveyance language in the easement form must include the marital status of the grantors.

1. Conveyance language in easement form:

If grantors are married, their full names and marital status, "husband and wife" must be included. For example: "John A. Doe and Mary E. Doe, husband and wife, grantors, do hereby grant and convey to ..."

If Grantor is a single person, his or her full name and marital status, "a single person," must be included. For example: "John Doe, a single person, grantor, does hereby grant and convey to..."

2. Signature language:

Easement form should be signed by each grantor. If grantors are married, each must sign.

3. Acknowledgment paragraph:

*If grantors are married*, their full names and marital status, "husband and wife" must be included. For example:

State of \_\_\_\_\_  
County of \_\_\_\_\_  
This instrument was acknowledged before me on \_\_\_\_\_, 20\_\_\_\_, by  
John A. Doe and Mary E. Doe, husband and wife.

\_\_\_\_\_  
[Signature of notary, commission expiration date]

*If grantor is a single person*, his or her full name and marital status, "a single person" must be included. For example:

State of \_\_\_\_\_  
County of \_\_\_\_\_  
This instrument was acknowledged before me on \_\_\_\_\_, 20\_\_\_\_, by  
John A. Doe, a single person.

\_\_\_\_\_  
[Signature of notary, commission expiration date]

4. Drafted by statement:

Easement form must always include a "Drafted by" statement. This follows the notary paragraph, and contains the name and address of the person or entity drafting the easement document.

Above Space is Reserved for Recording Information

### EASEMENT

For and in consideration of the sum of One Dollar (\$1.00) and other valuable considerations, [Grantor's full legal name] grantor, [marital status if individuals] does hereby grant, bargain and sell, release and convey to the City of [City Name] a body corporate, grantee, and to its successors and assigns, a perpetual ponding and flowage easement over, on and upon and across the land hereinafter described, all of said land lying and being in [County Name] County, Minnesota. Said land being described as follows:

[Include legal description in body of this document.]

No one other than (Grantor(s)) [insert name(s) of any other parties holding interests in the property] possesses any right, title or interest in the property above described. [Note: If any person or entity other than Grantor(s) possesses a right, title or interest, a Consent & Subordination executed by that person or entity must be included with the Easement.]

This easement will be unlimited in duration, without being re-recorded.

IN WITNESS WHEREOF, I have hereunto set my hand this [Day] day of [Month], [Year].

\_\_\_\_\_  
Grantor's Legal Signature

STATE OF MINNESOTA  
COUNTY OF [County]

The foregoing instrument was acknowledged before me this [Day] day of [Month], [Year], by [Grantor's Full Legal Name].

\_\_\_\_\_  
Notary Signature with Seal  
Notary Public

This Document was Drafted By: [Name and Address].