

DALLAS WATER UTILITIES

GUIDELINE FOR EASEMENT ACQUISITION AND CONSTRUCTION PERMIT ISSUANCE FOR LAKE RAY HUBBARD TAKE AREA PROJECTS

OCTOBER, 2014

1.0 GENERAL

In order to construct a project within the Lake Ray Hubbard Take Area, both an easement and a construction permit will be required. The easement is processed with the guidance of DWU Engineering Services. The permit is processed through the DWU Reservoir Managers Office. This guideline is prepared to summarize the easement acquisition and construction permit issuance process in Lake Ray Hubbard Take Area as requested by the outside Cities and their authorized representatives including developers, consultants and contractors. The requesting outside Cities shall follow the guideline as described in this document along with the criteria as set in the applicable inter-local agreement as required by Dallas Water Utilities.

1.1 Definitions

- **Take Line:**
The Take Line of Lake Ray Hubbard is the perimeter boundary of City of Dallas property at the Lake.
- **Take Area:**
The Take Area of Lake Ray Hubbard is defined by the land owned by City of Dallas between the Take Line and the normal pool elevation of 435.5' (**Figure 1**).

2.0 WORK FLOW PROCESS

The easement acquisition process is summarized in **Figure 2**:

2.1 Identification of Easement

The requesting Cities, or their authorized representatives, shall determine if the proposed development or modification of existing infrastructures falls within the Take Area during the **planning phase** and notify DWU Engineering Services of their intention to develop or improve any infrastructure within the Take Area. The requesting Cities shall identify if there are any existing easements within the project location or if any new easements are necessary. There are two primary types of easements:

- **Horizontal-Pipeline Easements:**
These easements require review from Engineering Services and processing from both Public Works Survey and City of Dallas Real Estate Division.
- **Vertical-Structure Easements:**
These easements require review from Engineering Services and processing from both Public Works Survey and City of Dallas Real Estate Division. They will also have to follow specific criteria if they contact or are built over Lake Ray Hubbard. Highways or roads require a very detailed analysis.

2.2 Submission of Preliminary Data or Alignment

The following documents shall be submitted to DWU Engineering Services to initiate the process:

- Brief project description with general location map
- Proposed utility alignment or infrastructure improvement within the Take Area
- Clearly define the Lake Take Line
- Clearly identify easements needed within Lake Take Area including length and width of easement

If necessary, a meeting shall be scheduled to discuss the information needed and any other concerns.

2.3 Submission of Field Notes and Preliminary Plans/ Specifications

Once the preliminary alignment(s) or improvement site has been approved by DWU Engineering Services, the Requesting Cities shall submit three (3) original signed and sealed copies of field notes (8.5"x11") for each easement requested. These shall follow the guidelines listed in "*Appendix E: Boundary Survey Requirements, Water and Wastewater Procedure and Design Manual, Latest Edition*" (<http://www.dallascityhall.org/dwu/pdf/WaterWastewaterPipelineDesignManual.pdf>). The requesting Cities shall also submit a copy of the preliminary plans/specifications applicable for the Take Area to DWU Engineering Services for circulation, review and approval.

2.4 Process Field Notes to Survey Division

Upon review, DWU Engineering Services will forward the field notes to City of Dallas Survey Department for their review and approval. DWU Engineering Service will notify the requesting Cities if any corrections are needed as recommended by City of Dallas Survey Department.

2.5 Process Field Notes to Property Management and Subsequent Acquisition Process

Upon approval of the field notes by City of Dallas Survey Department, DWU Engineering Services will forward the field notes to the City of Dallas Real Estate Division to initiate the easement acquisition process. At that time the requesting City will need to pay Real Estate Division for a 3rd Party to perform an appraisal of the property, if applicable. After the appraisal is complete, preparation of legal documents (including the easement instrument) will be performed by the City Attorney's office. The requesting City will have to review the terms of the easement instrument and typically pay for the easement. After that, the council agenda item is prepared by Real Estate Division and reviewed City Manager's Office prior to forwarding to the Dallas City Council for final approval. Upon approval by the City Council, the easement will be recorded at the County Court House by Real Estate Division. The requestor will be required to show the stamped and approved recorded easement to the DWU Reservoir Manager before a construction permit is issued.

2.6 Construction Permit

A construction permit will be issued by DWU Reservoir Managers Office once the recorded easement is available and applicable plans are approved by DWU. To attain a permit contact Terry Hodgins, DWU Reservoir Manager at 214-670-8658.

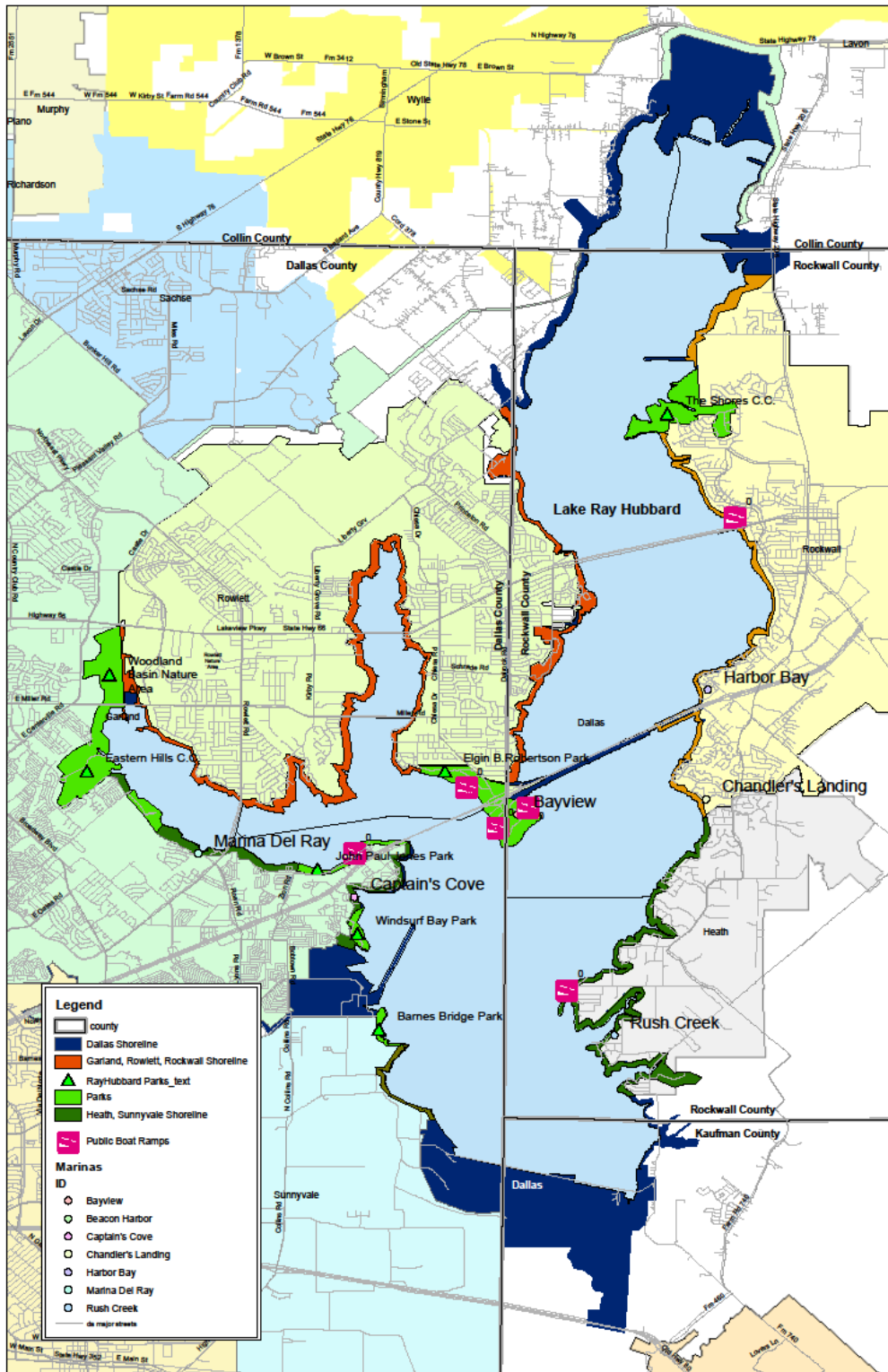
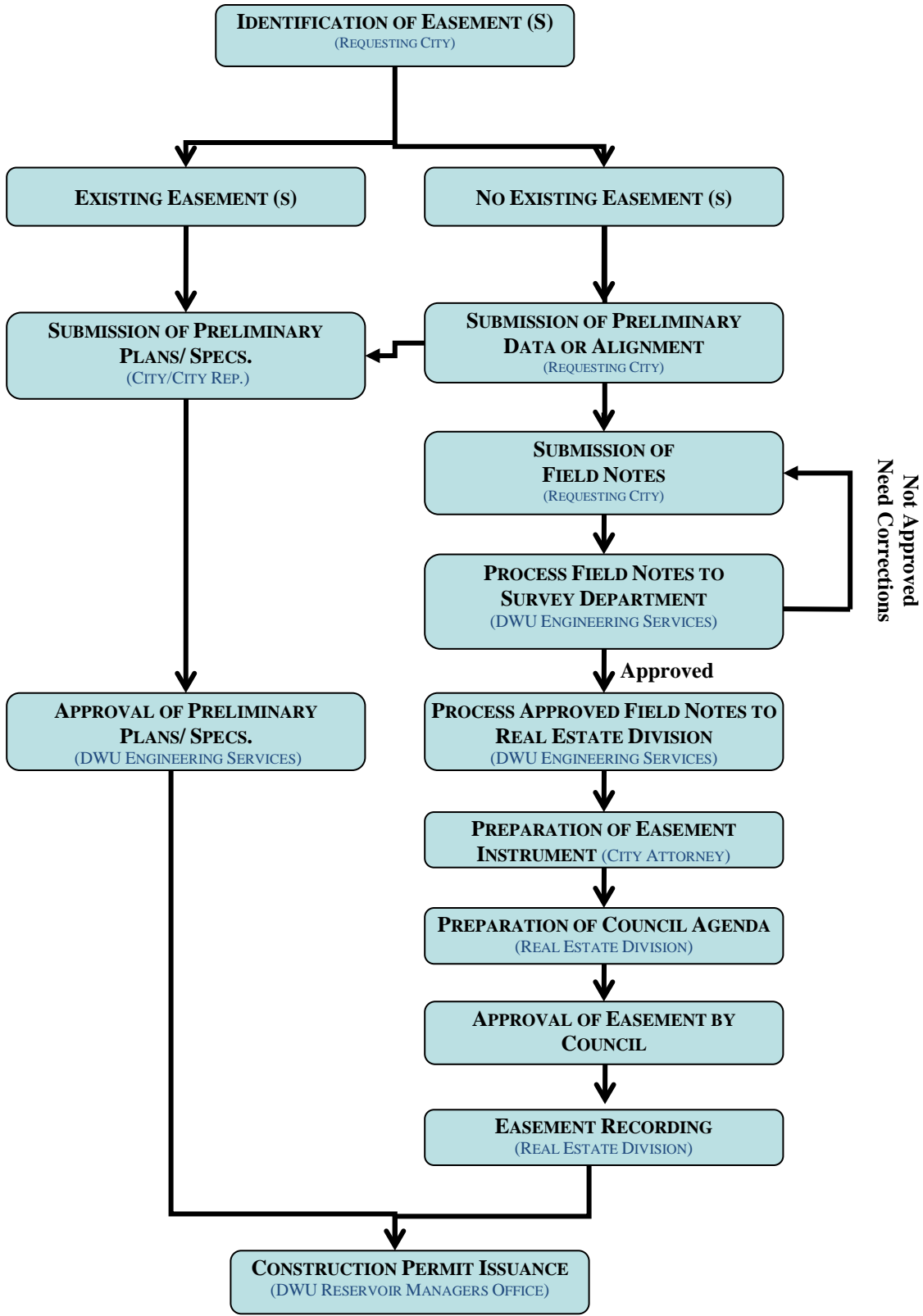


Figure 1: Lake Ray Hubbard Take Area



**Figure 2: Typical Easement Acquisition Process at Lake Ray Hubbard Take Area
(Expected Time: 8-12 Months)**