



Should you have any questions regarding this form, please email Engineering_Submittals@sanmarcostx.gov.

City of San Marcos Requirement for Developer Dedication Documents **PLEASE PRINT LEGIBLY**

**This form must be completed before being submitted with the following items (one form for each Parcel #)
ANY INCOMPLETE FORMS WILL BE RETURNED TO THE SUBMITTER**

Required Documents:

Survey Field Notes with Accompanying Survey Plat Exhibit on 8.5"x11" paper in PDF format for review
Closure Report

Show evidence of ownership, existing easements, and all liens or judgments filed against the property and/or landowner (must be less than 120 days old from the date of this submittal). Acceptable forms of submittals can be Title Reports, or Title Searches, or Title Search Reports, or Title Commitments, or Existing Title Policy of landowner's with Bring-to-Date or Nothing Further Certificate.

Surveyor's Letter confirming all easements listed in the above selected title research report(s) are shown in the survey plat exhibit on 8.5"x11" paper in PDF format.

PDF copy of the deed showing the current owner of the property.

If the current owner of the property is a company, corporation, real estate trust, joint venture, partnership, or any other form of business entity, a copy of the organizational papers (Copies of Articles of Incorporation, Partnership Agreement, Company or Operating Agreement, Joint Venture Agreement, Trust Agreement, etc.), showing accurate evidence of signatory authority of the property owner is required.

(Certificate of Filings or Formation with the Secretary of State is not acceptable).

Additional Information:

Date: _____ Project #: _____ Parcel #: _____

Project Name and/or Property Address: _____

Subdivision Plat Name: _____ HCAD/CCAD Property ID: _____

Recording Plat Doc #: _____ Volume: _____ Page: _____

Project Manager: _____ Email: _____

Project Company: _____

Interest Type Being Dedicated: _____

Owner of Property: _____

If owner is a company, corporation, real estate trust, joint venture, or partnership, evidence of signatory authority of the property owner is required (see above).

Authorized Signatory or Agent to dedicate: _____

(DO NOT SIGN HERE. Clearly print name & position title in reference to the landowner who will sign the proposed dedication document)

Developer, if different from property owner: _____

Legal Description of property: _____

City Engineering & CIP Reviewer: _____ Date: _____
(Reviewer's Signature)

City of San Marcos Easement Recording Flow Chart

