

**CITY OF PORT ST. LUCIE UTILITY SYSTEMS DEPARTMENT  
EASEMENT FORM PREPARATION INSTRUCTIONS**

Please complete the easement form according to the following instructions. Please note that a failure to completely fill out the form and have it properly executed will result in a need to have the form resubmitted.

1. Completely fill in the blanks: Fill in the date and Grantor(s) identity at the top of the form and mailing address. The Grantor(s) include all persons or entities shown on the deed reflecting ownership of the property.
2. Signing and Witnessing:
  - A. **For individuals:** All persons shown on the deed must sign the easement. You may need to add additional lines and notary blocks as needed depending upon the number of owners. All owners must sign in the presence of two witnesses and a notary must fully complete the acknowledgement form/notary block for each owner. The notary may be one of the two witnesses required; however, he/she must also sign on one of the witness lines in addition to her signature in the notary block.
  - B. **For Corporations or other Entities:** The President, Vice-President, Partner, Member, etc., having the authority to convey an interest in real property owned by the entity must sign and provide their title below their signature. Again, the document must be signed in the presence of two witnesses and acknowledged by a notary.
3. Acknowledgements: The Notary public should legibly fill in all blanks, including: state and county of execution; names of individuals of officers signing and their titles; expiration date of commission; fill in date; sign on line provided; and affix notary seal adjacent to the signature of the notary public.
4. Exhibits: Exhibit "A" should include the legal description of the Property of which the easement is a part. Please provide the Parcel ID# if one has been assigned. Exhibit "B" should include the sketch & legal description of the Easement Premises.
5. **Questions:** If there are any questions with regard to the easement, such as land held in trust, a need for modifications to the form, or other legal issues, etc., please contact the City of Port St. Lucie Legal Department at 772-871-5294 prior to having the document executed or recorded.